

TRINITY LOCAL AGENCY FORMATION COMMISSION

August 18, 2020 at 4:00 p.m.
By Virtual Teleconference Only

AGENDA

Pursuant to the provisions of California Governor's Executive Order N-29-20, issued on March 17, 2020, this meeting will be held by teleconference only. No physical location will be available for this meeting. However, members of the public are encouraged to access and participate in the meeting.

DIRECTIONS FOR LISTENING TO THE MEETING AND COMMENT REMOTELY:

Join Zoom Meeting:

<https://us02web.zoom.us/j/85141031572?pwd=dHc0UCtaSFJrNUJ3MS9FTVNkc0Y5QT09>

Meeting ID: 851 4103 1572

Passcode: 478338

OR dial in using the following telephone number(s):

+1 408 638 0968 US (San Jose)

+1 669 900 6833 US (San Jose)

Meeting ID: 851 4103 1572

Passcode: 478338

How to use Zoom:

The Trinity LAFCo Meeting will start promptly at 4:00 P.M. so we recommend downloading Zoom prior to this time. Please make sure that you have [downloaded and installed the Zoom program on your computer or mobile device in advance](#). If this is your first time on Zoom here is a short video tutorial on YouTube from Geeks on Tour: [How do I join a Zoom meeting?](#)

How to Submit Public Comment:

If you are joining the meeting via Zoom and which to make a comment on an item, press the "raise a hand" button. For call-in only attendees, you can mute/unmute by pressing *6, and raise your hand by pressing *9.

The chair will call you by name or phone number when it is your turn to comment. Please state your name for the record before sharing comments, and please do not unmute your microphone during times when public comment has not yet been invited. Speakers will be limited to three minutes.

If you choose not to observe the LAFCo meeting but wish to make a comment on a specific agenda item, please submit your comment via email by 12:00 p.m. the day of the meeting. Please submit your comment to Kathy Bull at kathy@trinitylafco.org. Your comment will be placed into the record at the LAFCo meeting.

If you require an accommodation due to a disability under the Americans with Disability Act that does not allow you to participate remotely please notify Kathy Bull at kathy@trinitylafco.org as soon as possible to make other arrangements for viewing the meeting and/or commenting.

AGENDA

1. **CALL TO ORDER/ROLL CALL**

A. Roll Call

2. **PRESENTATIONS/ANNOUNCEMENTS**

None

3. **CONSENT CALENDAR (Action Item)**

A. Approval of Minutes from June 16, 2020 Commission Meeting

4. **PUBLIC COMMENT OPPORTUNITY**

This portion of the meeting provides an opportunity for members of the public to address the Commission on matters not on the agenda, provided that the subject matter is within the jurisdiction of the Commission. No action may be taken on off-agenda items unless authorized by law. All statements that require a response will be referred to staff for reply in writing.

5. **PUBLIC HEARINGS**

A. Weaverville Sanitary District MSR & SOI Update (Potential Action)

B. Weaverville Community Services District MSR & SOI Update (Potential Action)

6. **NEW BUSINESS**

A. Trinity County Waterworks #1 Tule Creek Road Annexation – Time Extension (Potential Action)

B. Selection of Vice-Chair (Potential Action)

7. **OLD BUSINESS**

A. Commission Policies and Procedures Update – Section 3. Policies, Requirement & Criteria for Applications (Potential Action)

8. **EXECUTIVE OFFICER'S REPORT/CORRESPONDENCE**

9. **COMMISSIONER'S COMMENTS**

10. **ADJOURNMENT**

The next LAFCo meeting will be held on Tuesday, October 20, 2020, at 4:00 p.m. at the Weaverville Library Meeting Room (unless shelter in place orders are still in effect).

TRINITY LOCAL AGENCY FORMATION COMMISSION
June 16, 2020 at 4:00 p.m.
Via Virtual Teleconference

MINUTES

These minutes are not intended to be a verbatim transcription of the proceedings and discussion associated with the business on the Commission's agenda; rather, what follows is a summary of the order of business and general nature of testimony, Commission deliberation, and action taken.

1. CALL TO ORDER/ROLL CALL

- A. Chair Morris called the meeting to order at 4:01 p.m.
Members present: Evan Barrow, Anna Burke, John Fenley, Keith Groves, Joseph Kasper, Judy Morris and Thomas Walz (arrived 4:15), Alternate Commissioner Frost.
Members absent: Bobbi Chadwick, Alternate
Staff Present: Colette Santsche, Executive Officer; Kathy Bull, Administrator/Clerk
- B. Seating of two new Special District Members; Joseph Kasper and Thomas Walz.
Chairman Morris introduced the two new members after hearing the Trinity Life Support Community Services District Formation hearing.

2. PRESENTATIONS/ANNOUNCEMENTS

- A. LAFCO "101" Presentation from Pamela Miller, CALAFCO Executive Officer
The presentation was provided by Pamela Miller, Executive Officer at CALAFCO. Staff explained this presentation will be placed on the Trinity LAFCo website. Ms. Miller stated the Commission would be provided with the presentation as well as information on Municipal Service Reviews and Spheres of Influence. (MSR/SOI)

3. CONSENT CALENDAR

- A. Approval of Minutes from April 21, 2020 Commission Meeting

Motion to approve the minutes was presented by Commissioner Burke, seconded by Commissioner Barrow and passed by the following votes:

Ayes: Barrow, Burke, Fenley, Groves, Kasper, Morris, Walz
Noes: None
Abstain: None
Absent: None

4. PUBLIC COMMENT OPPORTUNITY

There were no comments received from the public.

5. PUBLIC HEARINGS

- A. Trinity Life Support Community Services District Formation
Ms. Santsche provided a timeline of the application process in relation to this item. Application had been originated in September 2019, and moved on to an election for a parcel tax which failed. An application has been resubmitted with changes to the parcel tax amount. Trinity LAFCo has not received any written oppositions to date. Staff asked for a waiver of the protest proceedings. Kathy Ratliff from Trinity County Life Support thanked Ms. Santsche for the work in this project.

Motion to approve the Resolution 2020-04 in connection with this district formation was

presented by Commissioner Groves, seconded by Commissioner Burke and passed by the following votes:

Ayes: Barrow, Burke, Fenley, Groves, Kasper, Morris, Walz

Noes: None

Abstain: None

Absent: None

B. Final LAFCo Budget for Fiscal Year 2020/2021

Ms. Santsche informed the Commission that the budget had been sent to the appropriate agencies for feedback, with no comments received. No changes have been made to the budget since the April Commission meeting.

Commissioner Walz expressed concern for not including a contingency appropriation of \$5,000 consistent with the Commission's Financial Policies. Ms. Santsche noted the Commission's fund balance is being used to reduce agency contributions and therefore a contingency is not proposed.

Motion to approve the Final Fiscal Year 2020/2021 Budget referenced in Resolution 2020-05 in was presented by Commissioner Fenley, seconded by Commissioner Kasper and passed by the following votes:

Ayes: Barrow, Burke, Fenley, Groves, Kasper, Morris, Walz

Noes: None

Abstain: None

Absent: None

6. **NEW BUSINESS**

None

7. **OLD BUSINESS**

A. Commission Policies and Procedures Update – Section 1. And Section 2.

The Commission asked for revisions at a previous meeting. After changes were made, staff provide an updated version. The Commission provided a couple of corrections.

Motion to accept, with corrections, Sections 1. and 2. of the Commission Policies and Procedures update was presented by Commissioner Burke, seconded by Commissioner Kasper and passed by the following votes:

Ayes: Barrow, Burke, Fenley, Groves, Kasper, Morris, Walz

Noes: None

Abstain: None

Absent: None

8. **EXECUTIVE OFFICER'S REPORT/CORRESPONDENCE**

A. Status of MSR & SOI Updates

Ms. Santsche provided a brief update on two districts Weaverville Sanitary District and Weaverville Community Services District MSR & SOI Updates which are currently being prepared.

9. **COMMISSIONERS' COMMENTS**

Commissioner Kasper thanked the Commission for the opportunity to serve, and Commissioner Walz stated he was glad to be on board. Alternate Commissioner Frost asked that Vice Chair selection be considered at the next Commission meeting.

10. **ADJOURNMENT**

There being no further business, Chair Morris adjourned the meeting at 5:05 p.m.

ATTEST:

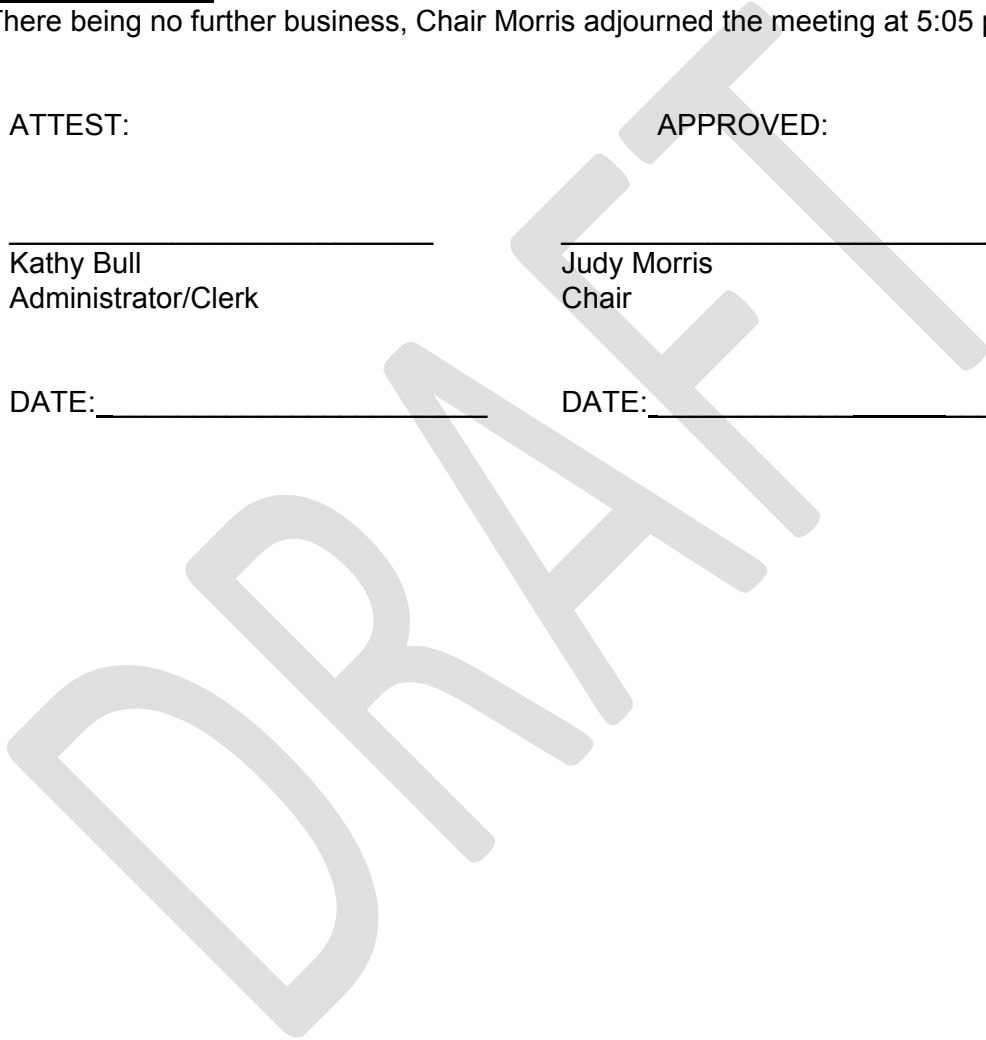
APPROVED:

Kathy Bull
Administrator/Clerk

Judy Morris
Chair

DATE: _____

DATE: _____





Agenda Item: 5.A.

Meeting: August 18, 2020
To: Trinity LAFCO Commissioners
From: Colette Santsche, Executive Officer & Kathy Bull, Administrator/Clerk
Subject: Weaverville Sanitary District MSR & SOI Update

BACKGROUND:

In accordance with the CKH Act, LAFCos are required to prepare municipal service reviews (MSRs) prior to or in conjunction with its mandate to review and update each local agency's sphere of influence (SOI) every five years or as needed. The legislative intent of the MSR is to inform the Commission as to the availability, capacity, and efficiency of local governmental services prior to making sphere of influence determinations. Municipal service reviews may also lead LAFCos to take other actions under their authority, such as forming, consolidating, or dissolving one or more local agencies in addition to any related sphere changes.

DISCUSSION:

This MSR evaluates wastewater services provided by the Weaverville Sanitary District. This report incorporates technical information collected and analyzed by LAFCo staff to make the required MSR and SOI determinations. Staff worked closely with District General Manager Jim Cloud during the preparation of this report.

The District currently has an expanded SOI that is larger than the District boundary. As part of this MSR and SOI Update, a SOI reduction is proposed in several areas designated with open space or agricultural uses that otherwise do not require the extension of urban services. In addition, a SOI expansion is proposed for 11 parcels located along Highway 299 to the west of the District. These parcels are currently within the jurisdictional boundary but not currently served by the District. The proposed changes to the SOI would result in a net reduction of 568 acres for a total of 4,440 acres within the updated SOI.

Staff respectfully seeks Commission input with regards to content, conclusions, and recommendations provided in the Weaverville Sanitary District MSR. A public hearing notice was posted on the Commission's website and published in the *Trinity Journal*.

RECOMMENDATION:

This item has been agendized for consideration as part of a noticed public hearing. Staff recommends the Commission hold the public hearing, invite testimony, and approve the Weaverville Sanitary District MSR & SOI Update (Attachment 1). A draft resolution for the Commission's review and consideration is enclosed (Attachment 2).

Attachments:
Weaverville Sanitary District MSR & SOI Update
Resolution 2020-06



Weaverville Sanitary District

Municipal Service Review &
Sphere of Influence Update

Public Hearing Draft
August 18, 2020

Trinity
Local Agency Formation Commission

TABLE OF CONTENTS

1.	INTRODUCTION	1
2.	AGENCY OVERVIEW	4
2.1	Formation	4
2.2	Boundary and Sphere	4
3.	GOVERNMENT STRUCTURE	7
3.1	Governing Body	7
3.2	Management & Staffing	7
3.3	Public Outreach	7
3.4	Accountability	7
4.	SERVICES & INFRASTRUCTURE	9
4.1	Historical Overview	9
4.2	Services Provided	9
4.3	Wastewater Treatment and Disposal	9
4.4	Wastewater Discharge	9
4.5	Wastewater Rates	10
4.6	Regulatory Requirements	11
4.7	Infrastructure Needs and Deficiencies	11
4.8	Other Service Providers	12
4.9	Governance Structure Options	12
5.	FINANCING	13
5.1	Revenue and Expenses	13
5.2	Audit Information	13
5.3	Bonds and Debt Financing	14
5.4	Financing Constraints and Opportunities	14
6.	GROWTH AND POPULATION	15
6.1	Land Use	15
6.2	Existing Population and Projected Growth	15
6.3	Disadvantaged Unincorporated Communities	15
7.	MUNICIPAL SERVICE REVIEW DETERMINATIONS	17
8.	SPHERE OF INFLUENCE DETERMINATIONS	19
9.	REFERENCES	21

LIST OF FIGURES AND TABLES

FIGURE 1.	DISTRICT BOUNDARY AND SOI	6
FIGURE 2:	DISTRICT LAND USE	16
TABLE 1:	WEAVERVILLE SD AGENCY PROFILE	4
TABLE 2:	WEAVERVILLE SD BOARD OF DIRECTORS	7
TABLE 3:	WEAVERVILLE SD EFFLUENT MONITORING REQUIREMENTS	10
TABLE 4:	WEAVERVILLE SD WASTEWATER SERVICE RATES	10
TABLE 5:	WEAVERVILLE SD BUDGET SUMMARY	13
TABLE 6:	WEAVERVILLE SD FY 2018-19 AUDIT INFORMATION	13

1. INTRODUCTION

This Municipal Service Review (MSR) and Sphere of Influence (SOI) Update was prepared as part of a mandated review of the municipal services of all government entities in the county by the Trinity Local Agency Formation Commission (LAFCo). This report focuses on the Weaverville Sanitary District (SD). The purpose of this study is to assess existing and future public service conditions and to evaluate organizational options for accommodating growth and ensuring critical services are provided efficiently. This MSR presents a discussion, analysis, and recommendations regarding services provided by Weaverville SD.

1.1 Trinity LAFCo

Local Agency Formation Commissions (LAFCOs) are quasi-legislative, independent local agencies that were established by State legislation in 1963 to oversee the logical and orderly formation and development of local government agencies including cities and special districts. There is one LAFCo for each county in California.

LAFCo is responsible for implementing the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (California Government Code Section 56000 et. seq.) in order to promote orderly growth, prevent urban sprawl, preserve agricultural and open space lands, and oversee efficient provision of municipal services.

LAFCo has the authority to establish and reorganize cities and special districts, change their boundaries and authorized services, allow the extension of public services, perform municipal service reviews, and establish spheres of influence. Some of LAFCo's duties include regulating boundary changes through annexations or detachments and forming, consolidating, or dissolving local agencies.

Trinity LAFCo has a public Commission with seven regular Commissioners and three alternate Commissioners. The Commission is composed of three members of the Trinity County Board of Supervisors, two Special District Representatives, and two Public Members-At-Large. The Commission also includes one alternate member for each represented category.

1.2 Sanitary Districts and Principal Act Overview

Sanitary Districts are independent special districts governed under the Sanitary District Act of 1923 (California State Health and Safety Code § 6400 et al.). Sanitary Districts are authorized to provide services including collecting and treating wastewater, maintaining wastewater treatment plants, regulating wastewater treatment and disposal, and protecting water quality. Sanitary Districts are governed by an independent board of directors, all of whom are elected at large. Weaverville Sanitary District was formed in 1956 to provide wastewater services to the community of Weaverville.

1.3 Municipal Service Review Determinations

Government Code § 56430 requires LAFCo to conduct a review of municipal services provided in the county by region, sub-region or other designated geographic area, as appropriate, for the service or services to be reviewed, and prepare a written statement of determinations with respect to each of the following topics:

1. Growth and population projections for the affected area;
2. The location and characteristics of any disadvantaged unincorporated communities within or contiguous to the sphere of influence;
3. Present and planned capacity of public facilities, adequacy of public services, and infrastructure needs or deficiencies (including needs or deficiencies related to sewers, municipal and industrial water, and structural fire protection in any disadvantaged, unincorporated communities within or contiguous to the sphere of influence);
4. Financial ability of agencies to provide services;
5. Status of, and opportunities for, shared facilities;
6. Accountability for community service needs, including governmental structure and operational efficiencies; and
7. Any other matter affecting or related to effective or efficient service delivery, as required by Commission policy.

State Guidelines and Commission policies encourage stakeholder cooperation in the municipal service review process. It also provides a basis to evaluate, and make changes to Spheres of Influence, if appropriate.

1.4 Sphere of Influence Determinations

A Sphere of Influence (SOI) is a LAFCo-approved plan that designates an agency's probable physical boundary and service area. Spheres are planning tools used to provide guidance for individual boundary change proposals and are intended to encourage efficient provision of organized community services, discourage urban sprawl and premature conversion of agricultural and open space lands, and prevent overlapping jurisdictions and duplication of services.

LAFCo is required to establish SOIs for all local agencies and enact policies to promote the logical and orderly development of areas within the SOIs. Furthermore, LAFCo must update those SOIs every five years or as needed. For a SOI update, LAFCo is required to conduct an MSR and adopt related determinations. It must also make the following SOI determinations:

1. The present and planned land uses in the area, including agricultural and open-space lands;
2. The present and probable need for public facilities and services in the area;
3. The present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide;

4. The existence of any social or economic communities of interest in the area if the Commission determines that they are relevant to the agency; and
5. The present and probable need for public facilities and services related to sewers, municipal or industrial water, or structural fire protection of any disadvantaged unincorporated communities within the existing sphere of influence (effective July 1, 2012).

1.5 Review Methods

The following information was considered in the development of this service review:

- Agency-specific data: responses to LAFCo Requests for Information
- Demographic data: U.S. Census Bureau; Department of Finance; CA Water Resources Board
- Finances: budgets, audits, rates and fees; and
- Other Reports: State Water Resources Control Board, Waste Discharge Requirements for Weaverville SD.

Information gathered was analyzed and applied to make the required determinations. All information gathered for this report is filed by LAFCo for future reference.

1.6 California Environmental Quality Act

The California Environmental Quality Act (CEQA) is contained in Public Resources Code § 21000 et seq. Public agencies are required to evaluate the potential environmental effects of their actions. MSRs are statutorily exempt from CEQA pursuant to § 15262 (feasibility or planning studies) and categorically exempt pursuant to CEQA Guidelines § 15306 (information collection). CEQA requirements are applicable to SOI Updates. The CEQA lead agency for SOI Updates is most often LAFCo, unless an agency has initiated an SOI expansion or update.

2. AGENCY OVERVIEW

Table 1: Weaverville SD Agency Profile	
Formation	
Agency Name	Weaverville Sanitary District
Formation	1956
Principal Act	State of California Health and Safety Code §6400 et seq.
Contact	
Main Contact	Jim Cloud, General Manager
E-mail	weavervillesd@yahoo.com
District Office Address	630 Mountain View St, Weaverville, CA 96093
Mailing Address	PO Box 1269, Weaverville, California 96093
Phone	(530) 623-4102
Website	www.weavervillesd.com
Governance	
Governing Body	Five-Member Board of Directors
Board Meetings	Second Tuesday of each month at 7:00 p.m.
Staffing	3 Staff members
Services	
Services Provided	Sewer collection, treatment and disposal
Area Served	Unincorporated community of Weaverville

2.1 Formation

Weaverville Sanitary District (SD or District) was formed by the Trinity County Board of Supervisors in 1956 pursuant to the Sanitary District Act of 1923, after a majority vote was cast in a general election. The District was originally formed for the purpose of providing sanitary sewer services as specified under Health and Safety Code Section 6400 et seq.

2.2 Boundary and Sphere

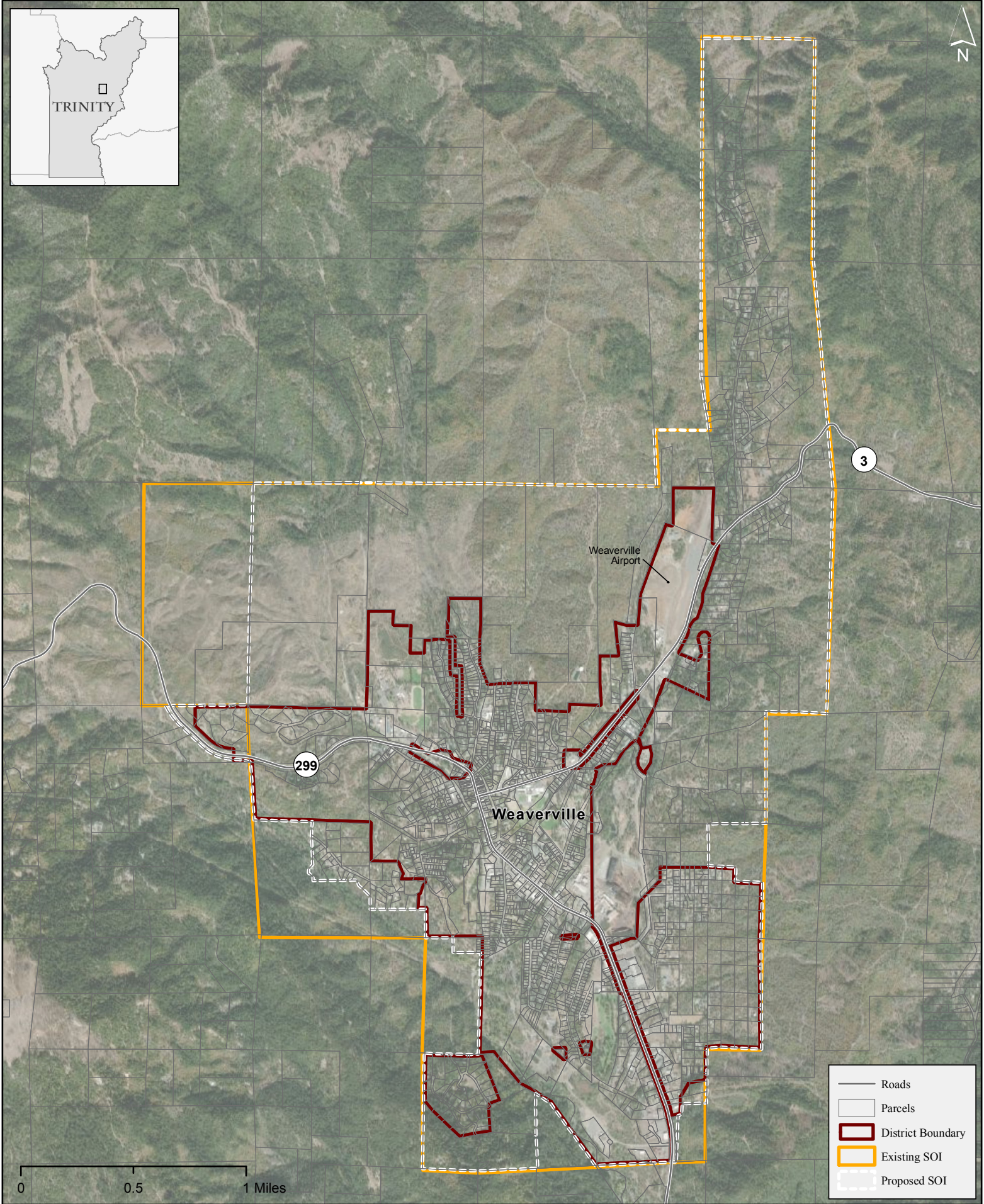
The District is located along Highway 299 in Trinity County, within the Trinity River Watershed, west of the City of Redding (Figure 1). The District Boundary is approximately 1,935 acres in size and includes most of the Weaverville town center area. There have been no changes to the District’s boundary since 1994, when residential and commercial areas in the south end of Weaverville were brought into the District’s service area.

There are several “donut holes” in the existing district boundary where historical variances were provided to parcels that remained on on-site septic systems. According to the District, most of these non-contiguous parcels have since connected to the District’s wastewater system. Other than service provided to parcels within these non-contiguous areas, the District reports it does not

provide any out of agency (OAS) service connections beyond its district boundaries. As part of any future annexation, the District should consider including these areas to maintain a contiguous boundary.

The District currently has an expanded Sphere of Influence (SOI) that is larger than the District boundary. The current SOI is approximately 5,000 acres in size and includes the donut hole areas within the existing boundary, as well as outlying residential and resource areas that are still on septic systems, including the north end of town known as "East Weaver".

As part of this MSR and SOI Update, a SOI reduction is proposed in several areas designated with open space or agricultural uses that otherwise do not require the extension of urban services. In addition, a SOI expansion is proposed for 11 parcels located along Highway 299 to the west of the District. These parcels are currently within the jurisdictional boundary but not currently served by the District. In total the proposed changes to the SOI would result in a net reduction of 568 acres for a total of 4,440 acres within the updated SOI.



Weaverville Sanitary District

Figure
1

Date: 8/6/2020

Sources: Boundaries, Roads, Parcels: Trinity County GIS.

3. GOVERNMENT STRUCTURE

3.1 Governing Body

Weaverville SD is governed by a five-member Board of Directors, elected at large by District residents to serve four-year terms (Table 2). The Board meets on the second Tuesday of each month at the District Office. Meeting dates and agendas are posted at least 72 hours prior to the meetings at the District Office and the most current agenda is available on the District’s website.

Board Member	Title	Term Expiration
Lyle Hymas	Board Chair	December 2022
Jack Simmons	Vice Chair	December 2022
Bill Talkington	Director	December 2022
Kevin Hawkins	Director	December 2020
Henry Boorman	Director	December 2020

3.2 Management & Staffing

The District currently employs three full-time staff members, including a General Manager and two Operators. All agency decisions are overseen by the Board of Directors upon consideration of public input and discussion.

3.3 Public Outreach

The District maintains a website at www.weavervillesd.com which is a helpful communication tool to enhance government transparency and accountability. The website provides service-related information but does not currently include budget information or archived meeting agendas and minutes. SB 929 (McGuire) was signed into law on September 14, 2018 requiring all independent special districts to maintain a website by January 1, 2020, meeting all the special district transparency requirements of State law including the availability of agendas, policies, and financial information. Only hardship-based findings identified in aboard resolution approved at a regular meeting would allow a district to be exempt from establishing or maintaining a website. The findings may include inadequate internet access, significantly limited financial resources, or insufficient staff resources. The resolution would be valid for one year and would need to be adopted annually so long as the hardship exists.

3.4 Accountability

The Weaverville SD has an adopted Policies and Procedures Manual that addresses administrative, financial, and general operating policies and procedures for the District. The Policies and Procedures Manual was completely updated in 1994, with sections updated since then as needed.

The Political Reform Act requires all state and local government agencies to adopt and promulgate a Conflict of Interest Code pursuant to Government Code §81000 et seq. The Political Reform Act also requires persons who hold office to disclose their investments, interests in real property, and incomes by filing a Statement of Economic Interests (Fair Political Practices Commission Form 700) each year pursuant to Government Code §87203.

According to AB 1234, if a local agency provides compensation or reimbursement of expenses to local government officials, then all local officials are required to receive two hours of training on public service ethics laws and principles at least once every two years and establish a written policy on reimbursements pursuant to Government Code §53235. In addition, AB 1661 went into effect in 2016 and addresses local government sexual harassment prevention training and education.

The District complies with the above requirements. They currently hold insurance through Special District Risk Management Authority (SDRMA). The insurance certificate is held by the Trinity County Office of Transportation.

4. SERVICES & INFRASTRUCTURE

4.1 Historical Overview

The District's sewer system was originally constructed beginning in 1957, at which time an assessment district (1957-1) was formed to finance the sewage collection system. The District covered an area of 1.3 square miles with about 200 connections. The initial treatment plant and the trunk sewer lines were funded by a general obligation bond issue, together with federal grant funds. The bonds were repaid with an ad valorem tax on all properties within the District. Through the years numerous sewer main extensions have been added to the initial system. In 1972-74, a new treatment plant was constructed adjacent to the older plant in order to meet more stringent discharge standards. This plant was funded mainly by a Clean Water (Federal-State) Grant but was assisted by local financing through Farmers Home Administration (FmHA) revenue bonds. In 1994, residential and commercial areas in the south end of Weaverville were brought into the District. This was funded in part through a FmHA Grant and the remainder financed through USDA Rural Development Bonds. This bond obligation was repaid in 2012. As of this MSR update, the District holds no outstanding debt.

4.2 Services Provided

Weaverville SD is responsible for collection, conveyance, treatment, and disposal of the community's wastewater. The existing wastewater facilities are within the boundaries of the District. Existing facilities consist of collection and transmission lines including 50 miles of pipeline, one lift station, and a treatment plant located at 630 Mountain View Street, Weaverville, CA 96093. Most of the community of Weaverville is served by the Weaverville SD. Some of the outlying residential areas, mostly at the North end of town known as "East Weaver", are still on septic systems. The District provides approximately 1,300 existing wastewater service connections and 1,860 household equivalent connections, with adequate capacity to serve a total of 2,600 household equivalents or an additional 740 equivalent connections.

4.3 Wastewater Treatment and Disposal

Weaverville SD owns and operates a wastewater treatment and disposal system comprised of a gravity collection system, comminution, activated sludge secondary treatment, clarification, aerobic sludge digestion, and chlorine disinfection. The WWTP is designed for a 500,000 gallon daily flow. Average daily demand is approximately 300,000 gallons per day. Treated wastewater is discharged to percolation ponds located adjacent to Weaver Creek, a tributary to the Trinity River.

4.4 Wastewater Discharge

Weaverville SD is currently discharging pursuant to Waste Discharge Requirements Order No. R1-2018-0004 and authorizes the discharge up to 0.5 mgd, average monthly flow, of treated wastewater from the WWTP. Treated wastewater is discharged to percolation ponds adjacent to

Weaver Creek. Following treatment, the District has one effluent monitoring location prior to discharge to the percolation beds. The monitoring parameters measured can be seen in Table 3.

Table 3: Weaverville SD Effluent Monitoring Requirements			
Parameter	Units	Sample Type	Minimum Sampling Frequency
Flow (Mean Monthly)	MGD	Meter	Continuous
Biochemical Oxygen Demand	Mg/L	8-hour composite	Weekly
Total Suspended Solids	Mg/L	8-hour composite	Weekly
pH	Standard Units	Grab	Daily
Total Coliform Organisms	MPN/100 mL	Grab	Weekly

Source: Weaverville SD Waste Discharge Requirements 2018

4.5 Wastewater Rates

The District last updated its wastewater rates in 2017 in accordance with Prop 218 requirements. The rates included a gradual rate increase from 2017 through 2020 to accommodate increasing operating expenses, culminating in the current rates that can be accessed on the District’s website. The current charge for wastewater services includes a \$28.00 flat rate for residential customers, and a \$28.00 minimum for commercial and industrial properties. Further rate details can be seen in Table 4 below.

Table 4: Weaverville SD Wastewater Service Rates	
Type of Use	Monthly charge
Residential	\$28.00 flat rate
Commercial	\$28.00 minimum plus \$2.32 per 100 cubic feet
Commercial Restaurants I	\$28.00 minimum plus \$2.88 per 100 cubic feet
Schools	\$1.40 X A.D.A. X Months in Session/12
Hotels/Motels	\$28.00 minimum plus \$16.80 minimum each additional unit
Industrial	\$28.00 per HE

Source: www.weavervillesd.com/monthly-sewer-rates/

4.6 Regulatory Requirements

- *Operation and Maintenance Manual*

The District maintains an updated Operation and Maintenance Manual (O&M Manual) for the operational components of the Facility. The District updates the O&M Manual, as necessary, to conform to changes in operation and maintenance of the WWTP and the O&M Manual is available to operating personnel onsite and for review by state inspectors.

- *Record Requirements*

The District maintains records of all monitoring information, including calibration and maintenance records and all strip chart recordings for continuous monitoring instrumentation, copies of all reports, and records of all data used to complete the application for the Waste Discharge Order, for a period of at least three years from the date of the data collection.

- *Operator Certification*

Supervisors and operators of wastewater treatment plants must possess a certificate of appropriate grade in accordance with Title 23, California Code of Regulations, Section 3680. The State Water Board may accept experience in lieu of qualification training. In lieu of a properly certified wastewater treatment plant operator, the State Water Board may approve use of a water treatment plant operator of appropriate grade certified by the State Water Board Division of Drinking Water where water reclamation is involved.

- *Inspections*

The District must permit authorized staff of the Regional Water Board: 1. Entrance to the premises in which treatment, collection or management of waste occurs, where an effluent source is located or in which records required by the Waste Discharge Order are kept; 2. Access to inspect and copy any monitoring equipment or records; and 3. Access to sample any discharge or monitoring location associated with the Facility.

4.7 Infrastructure Needs and Deficiencies

The Weaverville SD is constantly repairing or replacing infrastructure and equipment on an as needed basis. The District currently places 10% of its annual budget into reserves to prepare for an ageing Treatment Plant and Collection System.

- *Treatment Plant*

As mentioned previously, the District's WWTP is designed to treat 500,000 gallons per day with an average daily demand of 300,000 gallons per day. The Weaverville SD has seen minimal growth within the past ten years and sees no major developments that would require expansion of the treatment plant at this time. The facilities are currently adequate to maintain the existing wastewater treatment plant and are kept in good working order. All pumps and piping are repaired or replaced on an as needed basis. The District currently has the funds available to keep up with this need. The District feels the storage of equipment and supplies could be improved and needs to be looked at within the next five years as funds and time are available.

- *Collection System*

The collection system has many areas that are over fifty years old. The District maintains the system through regularly scheduled jetting and cleaning. The District has a camera system to inspect problem areas for repair or replacement. The District currently has funds available to repair or replace small sections of problem areas within the collection system as needed.

- *Mobile Equipment*

The District recently purchased a jetter (sewer cleaner) in 2020 to replace the original jetter built in 1956. In 2010, the District purchased a dump truck trailer to aid in replacing aging equipment.

4.8 Other Service Providers

Trinity County provides general governmental services including social services, emergency services, planning, county roads, parks and other services to all areas within the county. Law enforcement is provided by the Trinity County Sheriff's Office. The California Department of Transportation (Caltrans) is responsible for the condition of Highway 299 that bisects the Weaverville SD.

- *Water Services*

Potable water service is provided by the Weaverville Community Services District. Weaverville CSD provides water storage, treatment, and distribution for 3,554 customers in Weaverville, Douglas City, and adjacent rural residential areas.

- *Fire Protection*

Fire protection is provided by the Weaverville Fire Protection District, which supports and administers the services provided by the Weaverville Volunteer Fire Department. The Weaverville fire station is located at 125 Bremer Street. Weaverville FPD has mutual aid agreements with the Shasta-Trinity CAL FIRE units and the Six Rivers and Shasta-Trinity National Forest service units as necessary. Weaverville FPD is also very active in the community and responds to an average of 500 calls per year.

4.9 Governance Structure Options

Weaverville SD provides wastewater services and Weaverville CSD provides water services to the Weaverville area. Government restructure options should be considered if there are potential benefits in terms of reduced costs, greater efficiency, greater accountability, or other advantages to the public. There is no recommendation for a reorganization of local municipal service providers in the area at this time.

5. FINANCING

5.1 Revenue and Expenses

Weaverville SD's primary revenue sources include wastewater service fees, limited property taxes, and interest income. The District's expenses are primarily payroll related, wastewater treatment plant expenses and field expenses. For the 2019-20 fiscal year, the District's revenues are budgeted to exceed its expenditures by \$172,650 (see Table 5). The District sets aside funding annually into reserves that is used for large purchases and infrastructure projects.

	FY 2017-18 Approved	FY 2018-19 Adopted	FY 2019-20 Adopted
Revenues			
Service Charges	\$507,000	\$542,000	\$583,000
Lab Revenue	\$12,000	\$12,000	\$12,000
County Taxes	\$2,000	\$2,000	\$2,000
Misc.	\$4,000	\$4,000	\$6,000
Interest Income	\$8,000	\$8,600	\$11,000
Total Revenue	\$533,000	\$568,600	\$614,000
Expenses			
Payroll Related Expenses	\$319,300	\$329,400	\$339,350
Plant Expenses	\$85,000	\$86,000	\$90,000
Field Expenses	\$12,000	\$12,000	\$12,000
Total Expenses	\$416,300	\$427,400	\$441,350
Net Income/(Loss)	\$116,700	\$141,200	\$172,650

5.2 Audit Information

The District conducts annual audits and the available audit information indicates that the financial health of the District is strong. Audit results are often not available for as much as six months after the end of the fiscal year due to the time it takes for the county to close its books and provide final results. The county acts as the bank repository for District funds and thus must close its books in order to complete the District audit. As of this writing, the FY 2018-19 audit is under review by the Board and a copy was obtained for this MSR update.

	2018	2019
Assets	\$1,522,256	\$1,632,980
Liabilities	\$29,979	\$27,027
Net Position	\$1,492,277	\$1,605,953

Source: Michael A. Celentano, CPA

5.3 Bonds and Debt Financing

As mentioned previously, the Weaverville SD has used various bonds and debt financing to fund system improvements throughout the years. This included a general obligation bond used to fund the initial treatment plant; Clean Water Act grant funds together with Farmers Home Administration (FmHA) revenue bonds to construct the District's current treatment plant which was completed in 1974; and use of a FmHA Grant and USDA Rural Development Bonds to serve the southern portion of Weaverville that was brought into the District in 1994 and repaid in 2012. The District has no outstanding debt.

5.4 Financing Constraints and Opportunities

The majority of Weaverville SD revenues are generated from service fees. The cost of monthly sewer service is a flat rate of \$28.00 for residential and a consumptive rate for commercial and industrial. The District receives a very small percentage of ad valorem property tax revenue. Weaverville SD Management and Directors have always been fiscally conservative and responsible. The District runs on minimal staffing with an emphasis on maintenance to make sure the constant operations of the treatment plant and collection system are in good working order.

6. GROWTH AND POPULATION

6.1 Land Use

The Trinity County General Plan (2003) and Zoning Code guides land use decisions within Trinity County including the community of Weaverville. The area served by the Weaverville SD is largely low density residential with more concentrated residential and commercial areas located in downtown Weaverville. The District also contains areas of light industrial and commercial areas, generally along the Highway 299 corridor (see Figure 2).

6.2 Existing Population and Projected Growth

According to the US Census, the total population in Trinity County was 13,786 in 2010 and 13,037 in the 2013-2017 American Community Survey 5-year Estimate. The Department of Finance (DOF, 2019) reports a 0.3% increase in the unincorporated population of Trinity County between 2018 and 2019, for a total County population of 13,688 estimated in 2019.

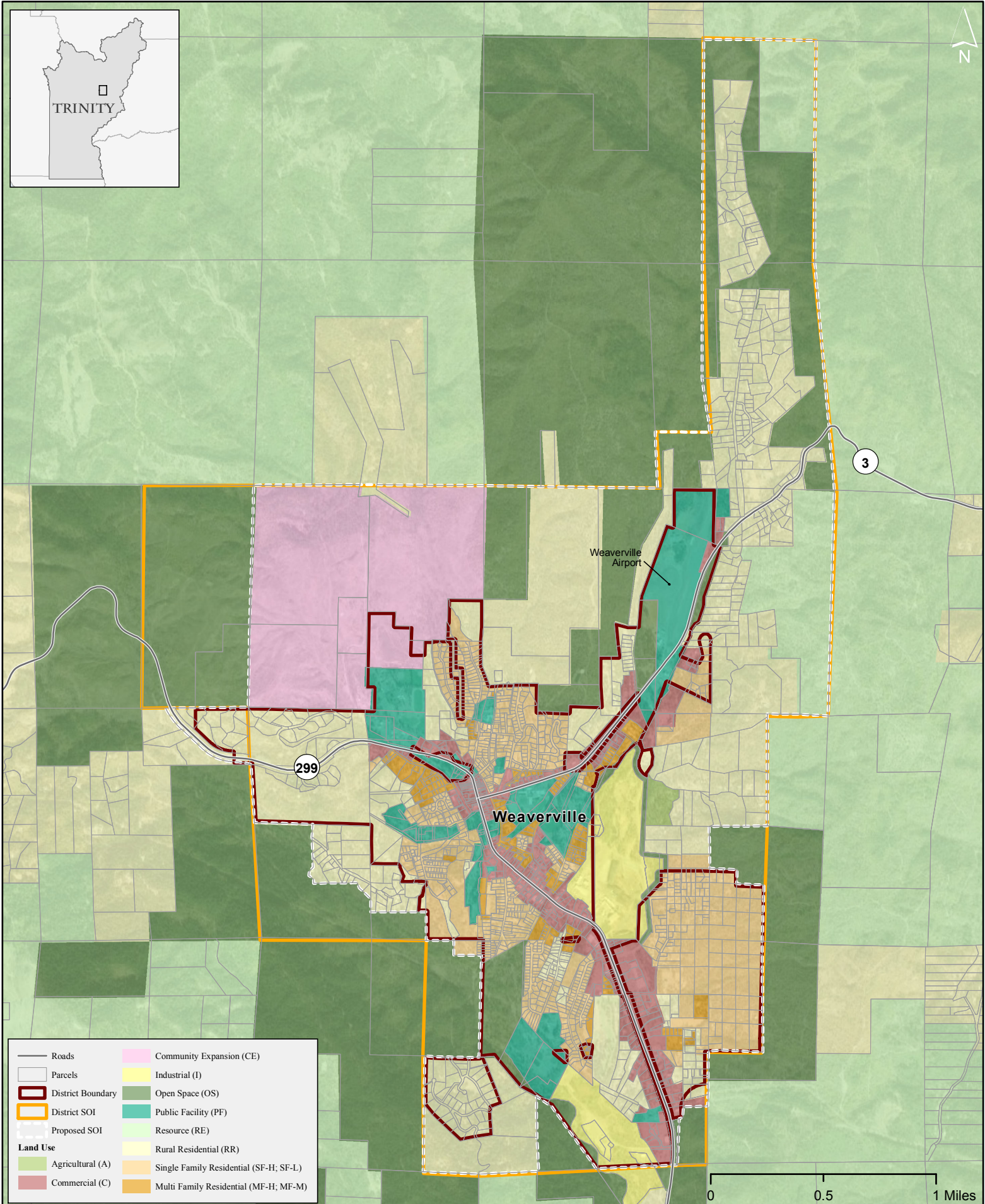
Weaverville SD estimates a District population of approximately 3,600¹. The District will likely continue to grow at or less than the current countywide growth rate of 0.3% per year, putting the District population at approximately 3,708 in 2030. Opportunities for growth exist, but new sewer installation costs and physical constraints are growth barriers.

6.3 Disadvantaged Unincorporated Communities

LAFCo is required to evaluate water service, sewer service, and structural fire protection within disadvantaged unincorporated communities as part of this service review, including the location and characteristics of any such communities. A disadvantaged unincorporated community (DUC) is defined as any area with 12 or more registered voters where the annual median household income is less than 80 percent of the statewide annual median household income (pursuant to Government Code Section 56033.5). Within a DUC, three basic services are evaluated: water, sewage, and fire protection. Weaverville SD provides wastewater services only and is therefore responsible for assuring that this service is adequately provided to the community. Water services are provided by Weaverville CSD and fire protection services are provided by Weaverville FPD.

According to the 2014-2018 American Community Survey 5-Year Estimates, the median household income (MHI) is \$42,209 for the Weaverville CDP and \$43,295 for the Douglas City CDP. Weaverville has an MHI which is 59.3% of the state average MHI of \$71,228 and Douglas City has an MHI which is 61% of the state average, thereby qualifying both areas as disadvantaged. Within these areas, wastewater services are provided to most areas within Weaverville, whereas water services extend north to include East Weaver Creek Road and south to Douglas City. Should territory in the surrounding area be proposed for annexation in the future, disadvantaged communities that lack municipal services should be considered.

¹ Personal communication with GM Jim Cloud



Weaverville Sanitary District Land Use Designations

Figure
2

Date: 7/14/2020

7. MUNICIPAL SERVICE REVIEW DETERMINATIONS

This section addresses the requirements of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (California Government Code Section 56430). As part of the municipal service review process, LAFCo makes the following written determinations.

1) Growth and population projections

Weaverville SD was formed to provide wastewater collection and treatment services to the community of Weaverville. Population growth for the service area is expected to be limited. Weaverville SD currently serves 1,860 household equivalent connections and has adequate treatment capacity to serve a total of 2,600 household equivalents, or an additional 740 equivalent connections.

2) The location and characteristics of any disadvantaged unincorporated communities within or contiguous to the Sphere of Influence

The communities of Weaverville, Douglas City, and outlying areas (including East Weaver) qualify as a DUC. Wastewater services are provided to most areas within the Weaverville town center by Weaverville SD, whereas water services are provided to Weaverville and Douglas City by Weaverville CSD, and fire protection services by Weaverville FPD. Should territory in the surrounding area be proposed for annexation in the future, disadvantaged communities in the area should be considered.

3) Present and planned capacity of public facilities and adequacy of public services, including infrastructure needs or deficiencies

The District currently serves about 1,860 household equivalents, with an average daily demand of 300,000 gallons per day. The WWTP is designed to treat up to 500,000 gallons per day. The Weaverville SD has seen minimal growth within the past ten years and sees no major developments that would require expansion of the treatment plant at this time.

4) Financial ability of agencies to provide services

Weaverville SD has adequate financial resources to provide services. For the 2019-20 fiscal year, the District's revenues exceeded its expenditures by \$172,650. District revenues are mostly generated from rates and service charges. The cost of monthly sewer service is a flat rate of \$28.00 for residential and a consumptive rate for commercial. The District also receives a very small amount of property tax revenues.

5) Status of, and opportunities for, shared facilities

Weaverville SD is located in a rural region where physical separation from other communities limits the area where extension of wastewater services is practical. Due to limitations in distance and terrain, no opportunities for shared facilities have been identified.

6) Accountability for community service needs, including governmental structure and operational efficiencies

Weaverville SD is governed by a five-member Board of Directors. The District Board holds regularly scheduled public meetings pursuant to the Brown Act, where public participation is encouraged. These meetings are held at the Weaverville SD Treatment Plant. Meeting agendas are posted at the District billing office and treatment plant, while meeting minutes are available at the District billing office. Any special meetings called are widely publicized and are open to the public. At each monthly public meeting, District expenditures are reviewed. All agenda items have the opportunity for public discussion and comment.

The District's accounting practices are audited annually by a Certified Public Accountant. Weaverville SD has a website but needs to include current financial information and other information to comply with new Special District website regulations (SB 929). The District demonstrated accountability and transparency by disclosing financial and service-related information in response to LAFCo requests.

7) Any other matter related to effective or efficient service delivery, as required by commission policy

There are several “donut holes” in the existing district boundary where historical variances were provided to parcels that remained on on-site septic systems. According to the District, most of these non-contiguous parcels have since connected to the District’s wastewater system. Other than service provided to parcels within these non-contiguous areas, the District reports it does not provide any out of agency (OAS) service connections beyond its district boundaries. As part of any future annexation, the District should consider including these areas to maintain a contiguous boundary.

8. SPHERE OF INFLUENCE DETERMINATIONS

The District's current SOI is approximately 5,000 acres in size and includes several "donut hole" areas within the existing District boundary, as well as outlying residential and resource areas that are still on septic systems, including the north end of town known as East Weaver. As part of this MSR and SOI Update, a SOI reduction is proposed in several areas designated with open space or agricultural uses that otherwise do not require the extension of urban services. In addition, a SOI expansion is proposed for 11 parcels located along Highway 299 to the west of the District. These parcels are currently within the jurisdictional boundary but not currently served by the District. In total the proposed changes to the SOI would result in a net reduction of 568 acres for a total of 4,440 acres within the updated SOI. The following written determinations are required to inform the proposed SOI changes:

1) Present and planned land uses in the area, including agricultural and open-space lands.

The area serviced by the Weaverville SD primarily includes low density residential and commercial areas. Opportunities for growth exist, but the costs and physical constraints such as flood plains and steep terrain are barriers to growth and the extension of services.

2) Present and probable need for public facilities and services in the area.

Most of the community of Weaverville is served by the Weaverville SD. Some of the outlying residential areas, mostly at the North end of town known as "East Weaver", are still on septic systems. It is anticipated that the District will experience very limited growth until constraints related to infrastructure needs are sufficiently addressed.

3) Present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide.

The District provides approximately 1,300 existing wastewater service connections and 1,860 household equivalent connections, with adequate capacity to serve a total of 2,600 household equivalents or an additional 740 equivalent connections. The current capacity of public facilities provided by the District appear to be adequate to serve current and future demand.

4) Existence of any social or economic communities of interest in the area if the commission determines that they are relevant to the agency.

Weaverville SD includes the community of Weaverville, which provides a major shopping and service industry hub for residents in Trinity County. Most of the community of Weaverville is served by the Weaverville SD. Some of the outlying residential areas, mostly at the North end of town known as "East Weaver", are still on septic systems. Beyond the sphere, the community of Douglas City is located approximately 6 miles south of Weaverville along Highway 299.

- 5) **For an update of a sphere of influence of a city or special district that provides public facilities or services related to sewers, municipal and industrial water, or structural fire protection, the present and probable need for those public facilities and services of any disadvantaged unincorporated communities within the existing sphere.**

The communities of Weaverville, Douglas City, and outlying areas (including East Weaver) qualify as a DUC. Wastewater services are provided to most areas within the Weaverville town center by Weaverville SD, whereas water services are provided to Weaverville and Douglas City by Weaverville CSD, and fire protection services by Weaverville FPD. Should territory in the surrounding area be proposed for annexation in the future, disadvantaged communities in the area should be considered.

9. REFERENCES

Order No. R1-2018-0004 Waste Discharge Requirements for Weaverville Sanitary District Wastewater Treatment Facility, 2018.

Personal Communication Jim Cloud, District General Manager, 2020.

Weaverville Sanitary District Municipal Services Review, Weaverville Sanitary District Staff, 2015.



RESOLUTION NO. 2020-06

APPROVING THE WEAVERVILLE SANITARY DISTRICT MUNICIPAL SERVICE REVIEW AND SPHERE OF INFLUENCE UPDATE

WHEREAS, the Trinity Local Agency Formation Commission, hereinafter referred to as the “Commission”, is authorized to conduct municipal service reviews and establish, amend, and update spheres of influence for local governmental agencies whose jurisdictions are within Trinity County; and

WHEREAS, the Commission conducted a municipal service review to evaluate the availability and performance of services provided by the Weaverville Sanitary District, hereinafter referred to as the “District”, pursuant to California Government Code Section 56430; and

WHEREAS, the Commission conducted a sphere of influence review for the District pursuant to California Government Code Section 56425; and

WHEREAS, the Executive Officer gave sufficient notice of a public hearing to be conducted by the Commission in the form and manner provided by law; and

WHEREAS, the Executive Officer’s report and recommendations on the municipal service review and sphere of influence update were presented to the Commission in the form and manner prescribed by law; and

WHEREAS, the Commission heard and fully considered all the evidence presented at a public hearing held on the municipal service review and sphere of influence update on August 18, 2020; and

WHEREAS, the Commission considered all the factors required under California Government Code Section 56430 and 56425.

NOW, THEREFORE, BE IT RESOLVED by the Commission as follows:

1. The Commission, as Lead Agency, finds the municipal service review is exempt from further review under the California Environmental Quality Act pursuant to Title 14 California Code of Regulations Section 15306. This finding is based on the use of the municipal service review as a data collection and service evaluation study. The information contained within the municipal service review may be used to consider future actions that will be subject to additional environmental review.

2. The Commission, as Lead Agency, finds the sphere of influence update is exempt from further review under the California Environmental Quality Act pursuant to Title 14 California Code of Regulations Section 15061(b)(3). This finding is based on the Commission determining with certainty the update will have no possibility of significantly affecting the environment given no new land use or municipal service authority is granted.
3. This municipal service review and sphere of influence update is assigned the following distinctive short-term designation: "Weaverville Sanitary District MSR/SOI Update 2020".
4. Pursuant to Government Code Section 56430(a), the Commission makes the written statement of determinations included in the municipal service review, hereby incorporated by reference.
5. Pursuant to Government Code Section 56425(e), the Commission makes the written statement of determinations included in the sphere of influence update, hereby incorporated by reference.

BE IT FURTHER RESOLVED by the Commission that:

The Weaverville Sanitary District MSR/SOI Update 2020 is hereby approved, and the sphere of influence for the District is hereby reduced in several areas designated with open space or agricultural uses that otherwise do not require the extension of urban services, and expanded to include 11 parcels currently within the jurisdictional boundary but not currently served by the District, as depicted in Exhibit "A", attached hereto.

PASSED AND ADOPTED at a regular meeting of the Trinity Local Agency Formation Commission on the 18th day of August 2020, by the following roll call vote:

AYES: Commissioners;
NOES: Commissioners;
ABSENT: Commissioners;
ABSTAIN: Commissioners;

ATTEST:

APPROVED:

Kathy Bull
Administrator/Clerk

Judy Morris
Chair

Affidavit of Publication

No.

{ Trinity LAFCO
1125 16th Street, #200
{ Arcata, CA 95521

STATE OF CALIFORNIA
SS.
COUNTY OF TRINITY

Wayne R. Agner of the said County, being duly sworn, deposes and says:

That he is and at all times herein mentioned was a citizen of the United States, over the age of twenty-one years and that he is not a party to, nor interested in the above entitled matter;

That he is the publisher of The Trinity Journal, a newspaper of general circulation published in the Town of Weaverville, County of Trinity, and which newspaper at all times herein mentioned had and still has a bona fide subscription list of paying subscribers, and which newspaper has been established, printed and published at regular intervals in the said Town of Weaverville, County of Trinity, for a period exceeding one year next preceding the date of publication of the notice hereinafter referred to; and which newspaper is not devoted to nor published for the interests, entertainment or instruction of a particular class, profession, trade, calling, race, or denomination, or any number of same; that the notice, of which the annexed is a printed copy, has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to wit:

July 29, 2020

I hereby certify under penalty of perjury that the foregoing is true and correct. Executed at Weaverville, California, on the 29th day of July 2020.

Wayne R Agner
Wayne R. Agner
Publisher

AFFIDAVIT OF PUBLICATION OF

PUBLIC NOTICE "Weaverville Community Services District Weaverville Sanitary District"

BY TRINITY JOURNAL

NOTICE OF LAFCO HEARING

NOTICE OF HEARINGS TRINITY LAFCO

NOTICE IS HEREBY GIVEN that on August 18, 2020, at 4:00 p.m., or as soon thereafter as the matter can be heard, the Trinity Local Agency Formation Commission (LAFCo) will conduct public hearings and consider adopting Municipal Service Review and Sphere of Influence Updates for the following districts: Weaverville Community Services District, Weaverville Sanitary District

Anyone who wishes to participate should consult the agenda for information regarding the meeting location, which will either be held in the Weaverville Library Meeting Room, 352 Main Street in Weaverville or via Zoom teleconference depending on social distancing guidelines. The agenda will be posted on the Commission's website www.trinitylafco.org at least 72 hours before the scheduled start time of the meeting.

All affected agencies and interested parties may appear and testify at the public hearing. Written comments must be received the day prior to the meeting in order to be distributed to Commissioners. Please direct comments, questions, and requests to review documents to Trinity LAFCo, 1125 16th Street, Suite 202, Arcata, CA 95521. Phone: (707) 445-7508. E-mail: kathy@trinitylafco.org (preferred).

July 29, 2020



Agenda Item: 5.B.

Meeting: August 18, 2020
To: Trinity LAFCO Commissioners
From: Colette Santsche, Executive Officer & Kathy Bull, Administrator/Clerk
Subject: Weaverville Community Services District MSR & SOI Update

BACKGROUND:

In accordance with the CKH Act, LAFCOs are required to prepare municipal service reviews (MSRs) prior to or in conjunction with its mandate to review and update each local agency's sphere of influence (SOI) every five years or as needed. The legislative intent of the MSR is to inform the Commission as to the availability, capacity, and efficiency of local governmental services prior to making sphere of influence determinations. Municipal service reviews may also lead LAFCOs to take other actions under their authority, such as forming, consolidating, or dissolving one or more local agencies in addition to any related sphere changes.

DISCUSSION:

This MSR evaluates water services provided by the Weaverville Community Services District. This report incorporates technical information collected and analyzed by LAFCo staff to make the required MSR and SOI determinations. Staff worked closely with District General Manager Tim Kasper during the preparation of this report.

The District currently has an expanded SOI that is larger than the District boundary. The current SOI is approximately 9,243 acres and includes the undeveloped area west of Sidney Gulch Road and the East Branch Road area off East Weaver Creek Road. As part of this MSR and SOI Update, a SOI reduction is proposed in order to follow parcel lines and to avoid 341 acres of open space designated territory that would not require the extension of urban services. The proposed SOI would total approximately 8,900 acres.

Staff respectfully seeks Commission input with regards to content, conclusions, and recommendations provided in the Weaverville CSD MSR. A public hearing notice was posted on the Commission's website and published in the *Trinity Journal*.

RECOMMENDATION:

This item has been agendized for consideration as part of a noticed public hearing. Staff recommends the Commission hold the public hearing, invite testimony, and approve the Weaverville Community Services District MSR & SOI Update (Attachment 1). A draft resolution for the Commission's review and consideration is enclosed (Attachment 2).

Attachments:
Weaverville Community Services District MSR & SOI Update
Resolution 2020-07



Weaverville Community Services District

Municipal Service Review &
Sphere of Influence Update

Public Hearing Draft
August 18, 2020

Trinity
Local Agency Formation Commission

TABLE OF CONTENTS

1.	INTRODUCTION	1
2.	AGENCY OVERVIEW	4
2.1	FORMATION	4
2.2	SERVICES	4
2.3	BOUNDARY	4
3.	GOVERNMENT STRUCTURE	7
3.1	GOVERNING BODY	7
3.2	MANAGEMENT & STAFFING	7
3.3	PUBLIC OUTREACH	7
3.4	ACCOUNTABILITY.....	8
4.	SERVICES & INFRASTRUCTURE	9
4.1	SERVICES PROVIDED.....	9
4.2	WATER SOURCE.....	9
4.3	WATER TREATMENT AND STORAGE	9
4.4	WATER DEMAND	10
4.5	WATER RATES	10
4.6	WATER DISTRIBUTION.....	11
4.7	INFRASTRUCTURE NEEDS AND DEFICIENCIES	12
4.8	SYSTEM MONITORING.....	12
4.9	OTHER SERVICE PROVIDERS.....	12
4.10	GOVERNANCE STRUCTURE OPTIONS	12
5.	FINANCING	13
5.1	REVENUE AND EXPENSES	13
5.2	AUDIT INFORMATION	13
5.3	DEBT AND CAPITAL LEASES.....	14
5.4	FINANCING CONSTRAINTS AND OPPORTUNITIES	14
6.	GROWTH AND POPULATION	16
6.1	LAND USE.....	16
6.2	EXISTING POPULATION AND PROJECTED GROWTH	16
6.3	DISADVANTAGED UNINCORPORATED COMMUNITIES	16
7.	MUNICIPAL SERVICE REVIEW DETERMINATIONS	18
8.	SPHERE OF INFLUENCE DETERMINATIONS	19
9.	REFERENCES	20

LIST OF TABLES AND FIGURES

TABLE 1:	WEAVERVILLE CSD AGENCY PROFILE	4
TABLE 2:	WEAVERVILLE CSD BOARD OF DIRECTORS	7
TABLE 3:	WEAVERVILLE CSD STORAGE CAPACITY.....	10
TABLE 4:	WEAVERVILLE CSD WATER SERVICE RATES.....	11
TABLE 5:	WEAVERVILLE CSD BUDGET SUMMARY.....	13
TABLE 6:	WEAVERVILLE CSD FY 2018-19 AUDIT INFORMATION	14
FIGURE 1.	DISTRICT BOUNDARY AND SOI	6
FIGURE 2:	DISTRICT LAND USE.....	17

1. INTRODUCTION

This Municipal Service Review (MSR) and Sphere of Influence (SOI) Update was prepared as part of a mandated review of the municipal services of all government entities in the county by the Trinity Local Agency Formation Commission (LAFCo). This report focuses on the Weaverville Community Services District (CSD). The purpose of this study is to assess existing and future public service conditions and to evaluate organizational options for accommodating growth and ensuring critical services are provided efficiently. This MSR presents a discussion, analysis, and recommendations regarding services provided by Weaverville CSD.

1.1 Trinity LAFCo

Local Agency Formation Commissions (LAFCos) are quasi-legislative, independent local agencies that were established by State legislation in 1963 to oversee the logical and orderly formation and development of local government agencies including cities and special districts. There is one LAFCo for each county in California.

LAFCo is responsible for implementing the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (California Government Code Section 56000 et. seq.) in order to promote orderly growth, prevent urban sprawl, preserve agricultural and open space lands, and oversee efficient provision of municipal services.

LAFCo has the authority to establish and reorganize cities and special districts, change their boundaries and authorized services, allow the extension of public services, perform municipal service reviews, and establish spheres of influence. Some of LAFCo's duties include regulating boundary changes through annexations or detachments and forming, consolidating, or dissolving local agencies.

Trinity LAFCo has a public Commission with seven regular Commissioners and three alternate Commissioners. The Commission is composed of three members of the Trinity County Board of Supervisors, two Special District Representatives, and two Public Members-At-Large. The Commission also includes one alternate member for each represented category.

1.2 Community Service District and Principal Act Overview

Community Service Districts are independent special districts governed under CSD law (Government Code § 61000 – 61850). A CSD can be authorized to provide a wide variety of services to unincorporated areas including domestic water, wastewater, garbage collection, security, fire protection, public recreation, street lighting, and many others. CSDs are governed by a board of directors, all of whom are elected at large.

Weaverville CSD is authorized to provide water services only. All other remaining services, facilities, functions or powers enumerated in the District's principal act but not identified in the formation resolution are considered "latent," meaning that they are authorized by the principal

act under which the District was formed but are not being exercised. Activation of these latent powers and services requires LAFCo authorization.

1.3 Municipal Service Review Determinations

Government Code § 56430 requires LAFCo to conduct a review of municipal services provided in the county by region, sub-region or other designated geographic area, as appropriate, for the service or services to be reviewed, and prepare a written statement of determinations with respect to each of the following topics:

1. Growth and population projections for the affected area;
2. The location and characteristics of any disadvantaged unincorporated communities within or contiguous to the sphere of influence;
3. Present and planned capacity of public facilities, adequacy of public services, and infrastructure needs or deficiencies (including needs or deficiencies related to sewers, municipal and industrial water, and structural fire protection in any disadvantaged, unincorporated communities within or contiguous to the sphere of influence);
4. Financial ability of agencies to provide services;
5. Status of, and opportunities for, shared facilities;
6. Accountability for community service needs, including governmental structure and operational efficiencies; and
7. Any other matter affecting or related to effective or efficient service delivery, as required by Commission policy.

State Guidelines and Commission policies encourage stakeholder cooperation in the municipal service review process. It also provides a basis to evaluate, and make changes to Spheres of Influence, if appropriate.

1.4 Sphere of Influence Determinations

A Sphere of Influence (SOI) is a LAFCo-approved plan that designates an agency's probable physical boundary and service area. Spheres are planning tools used to provide guidance for individual boundary change proposals and are intended to encourage efficient provision of organized community services, discourage urban sprawl and premature conversion of agricultural and open space lands, and prevent overlapping jurisdictions and duplication of services.

LAFCo is required to establish SOIs for all local agencies and enact policies to promote the logical and orderly development of areas within the SOIs. Furthermore, LAFCo must update those SOIs every five years or as needed. For a SOI update, LAFCo is required to conduct an MSR and adopt related determinations. It must also make the following SOI determinations:

1. The present and planned land uses in the area, including agricultural and open-space lands;
2. The present and probable need for public facilities and services in the area;
3. The present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide;

4. The existence of any social or economic communities of interest in the area if the Commission determines that they are relevant to the agency; and
5. The present and probable need for public facilities and services related to sewers, municipal or industrial water, or structural fire protection of any disadvantaged unincorporated communities within the existing sphere of influence (effective July 1, 2012).

1.5 Review Methods

The following information was considered in the development of this service review:

- Agency-specific data: responses to LAFCo Requests for Information
- Demographic data: U.S. Census Bureau; Department of Finance; CA Water Resources Board
- Finances: budgets, audits, rates and fees; and
- Other Reports: State Water Resources Control Board, Division of Drinking Water.

Information gathered was analyzed and applied to make the required determinations. All information gathered for this report is filed by LAFCo for future reference.

1.6 California Environmental Quality Act

The California Environmental Quality Act (CEQA) is contained in Public Resources Code § 21000 et seq. Public agencies are required to evaluate the potential environmental effects of their actions. MSRs are statutorily exempt from CEQA pursuant to § 15262 (feasibility or planning studies) and categorically exempt pursuant to CEQA Guidelines § 15306 (information collection). CEQA requirements are applicable to SOI Updates. The CEQA lead agency for SOI Updates is most often LAFCo, unless an agency has initiated an SOI expansion or update.

2. AGENCY OVERVIEW

Table 1: Weaverville CSD Agency Profile	
Formation	
Agency Name	Weaverville Community Services District
Formation Date	June 1977
Principal Act	Government Code §61000 - 61850
Contact	
Main Contact	Tim Kasper, General Manager
E-mail	wcsd@weavervillecsd.com
District Office Address	716 Main Street, Weaverville, CA 96093
Mailing Address	PO Box 1510, Weaverville, CA 96093
Alternate Contact	Marlee Rogers, Customer Service
Phone/ Fax	(530) 623-5051
Website	www.weavervillecsd.com
Governance	
Governing Body	5 Member Board of Directors
Board Meetings	Last Wednesday of every month
Staffing	General Manager and 3 staff members
Services	
Services Provided	Water
Areas Served	Unincorporated communities of Weaverville and Douglas City and adjacent rural residential areas along Highway 299

2.1 Formation

The Weaverville CSD was formed by the Trinity County Board of Supervisors in June 1977. The special district was formed for the purpose of providing potable water to area residents.

2.2 Services

Weaverville CSD provides water services to the unincorporated communities of Weaverville and Douglas City, including the Union Hill Road, Tucker Hill Road, and adjacent rural residential areas along Highway 299, and extending north along Highway 3 and East Weaver Creek Road.

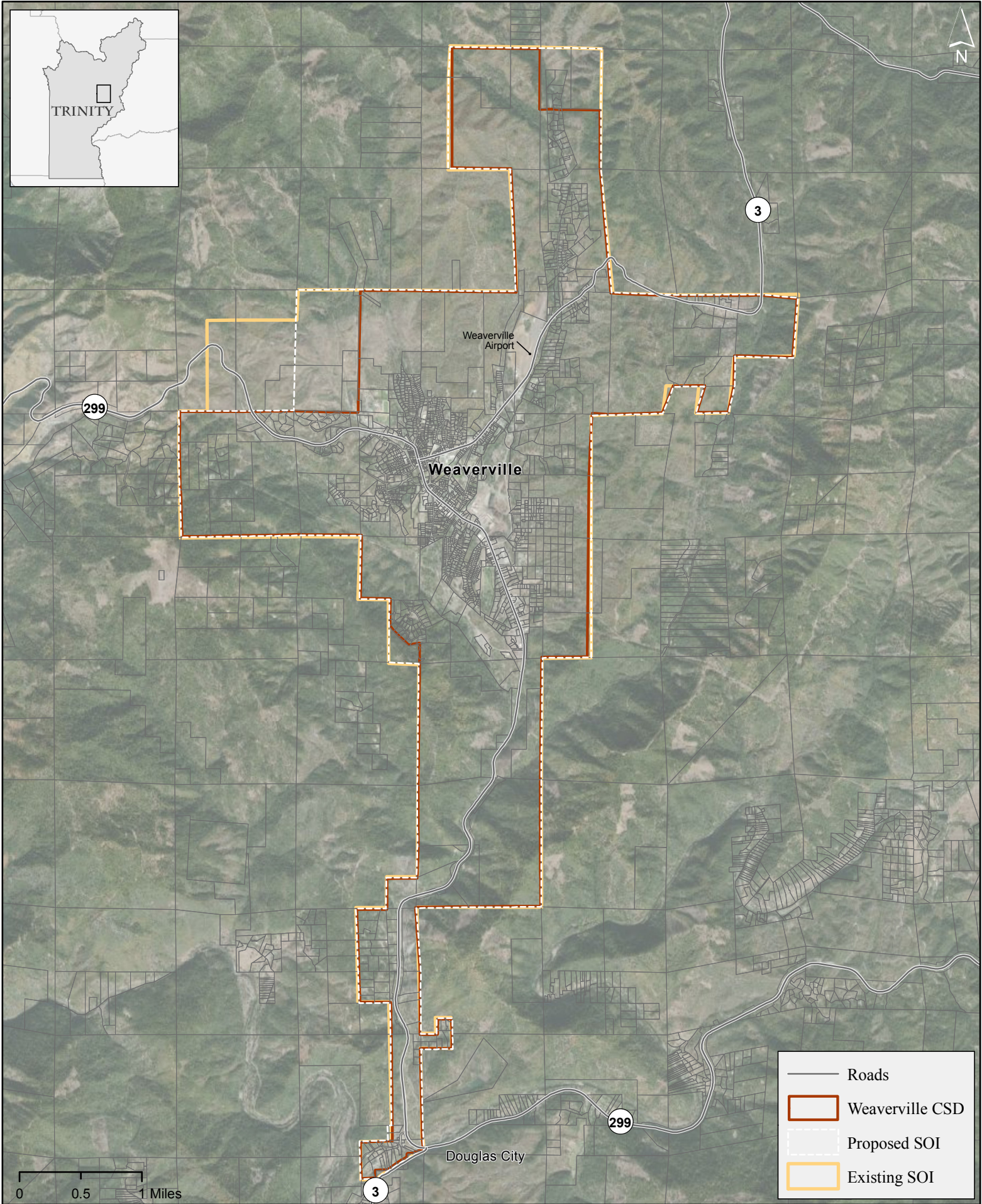
2.3 Boundary and Sphere

The District is located along Highway 299 in Trinity County, within the Trinity River and Weaver Creek watersheds, west of the City of Redding (Figure 1). The Weaverville CSD covers approximately 8,350 acres (13 square miles). There have been no changes to the District's boundary since 2003, when the Tye Lane area was annexed and brought into the District's service

area (LAFCo Resolution No. 03-04). The District does not provide any out of agency (OAS) service connections outside district boundaries.

The District has an expanded Sphere of Influence (SOI) that is larger than the District's Boundary (see Figure 1). The current SOI is approximately 9,243 acres and includes the undeveloped area west of Sidney Gulch Road and the East Branch Road area off of East Weaver Creek Road.

As part of this MSR and SOI Update, a SOI reduction is proposed in order to follow parcel lines and to avoid 341 acres of open space designated territory that would not require the extension of urban services. The proposed SOI would total approximately 8,900 acres.



Weaverville Community Services District

Figure
1

Map Date: 7/30/2020

3. GOVERNMENT STRUCTURE

3.1 Governing Body

Weaverville CSD is governed by a five-member Board of Directors, elected at large by District residents to serve staggered four-year terms (Table 2). The Board meets on the last Wednesday of each month at the District Office. Meeting dates and agendas are posted at least 72 hours prior to meetings at the District Office and are available on the District’s website.

Table 2: Weaverville CSD Board of Directors		
Board Member	Title	Term Expiration
Marilyn Cook	Board Chairman	December 2020
Andy Moodie	Vice Chairman	December 2021
David Ottem	Director	December 2020
Everett Harvey	Director	December 2021
Lloyd Kennedy	Director	December 2021

3.2 Management & Staffing

The District currently employs four full-time and one part-time staff members. All agency decisions are overseen by the Board of Directors upon consideration of public input and discussion. The Board hires a General Manager, who oversees a part-time customer service employee, an accounting technician, and two field service personnel.

3.3 Public Outreach

The District maintains a website at www.weavervillecsd.com which is a helpful communication tool to enhance government transparency and accountability. The website provides service-related information but does not currently include budget information or archived meeting agendas and minutes. SB 929 (McGuire) was signed into law on September 14, 2018 requiring all independent special districts to have and maintain a website by January 1, 2020, meeting all the special district transparency requirements of State law including the availability of agendas, policies, financial information. Only hardship-based findings, identified in a board resolution approved at a regular meeting, would allow a district to be exempt from establishing or maintaining a website. The findings may include inadequate internet access; significantly limited financial resources; or insufficient staff resources. The resolution would be valid for one year and would need to be adopted annually so long as the hardship exists.

3.4 Accountability

The Weaverville CSD has an adopted Policies and Procedures Manual that was last updated in 2010. It addresses administrative, financial, and general operating policies and procedures for the District.

The Political Reform Act requires all state and local government agencies to adopt and promulgate a Conflict of Interest Code pursuant to Government Code §81000 et seq. The Political Reform Act also requires persons who hold office to disclose their investments, interests in real property, and incomes by filing a Statement of Economic Interests (Fair Political Practices Commission Form 700) each year pursuant to Government Code §87203.

According to AB 1234, if a local agency provides compensation or reimbursement of expenses to local government officials, then all local officials are required to receive two hours of training on public service ethics laws and principles at least once every two years and establish a written policy on reimbursements pursuant to Government Code §53235. In addition, AB 1661 went into effect in 2016 and addresses local government sexual harassment prevention training and education.

The District complies with the above requirements. They currently hold insurance through Association of California Water Agencies (ACWA), which offers representation in legislative and regulatory agencies in Sacramento and Washington, D.C. as well as ACWA sponsored events such as an annual conference.

4. SERVICES & INFRASTRUCTURE

4.1 Services Provided

Weaverville CSD provides water storage, treatment, and distribution for 3,554 customers in Weaverville and adjacent communities, with a total of 1,640 water service connections¹. This includes approximately 1,376 residential, 252 commercial, eight landscaping, and four industrial connections. The Weaverville CSD holds a state water permit (public water system No. CA5310001) for drinking water treatment and distribution. The water system and treatment plant, originally permitted May 1, 1979, are reviewed annually by the Trinity County Public Health Department.

4.2 Water Source

The water system is supplied by surface water from three sources including East and West Weaver Creek in Weaverville and the Trinity River in Douglas City². East Weaver creek has historically supplied about 70% of District water while West Weaver creek is used to augment supply mainly in the Spring and Summer months. The Trinity River supplies water to Douglas City and Union Hill year-round and supplements Weaverville during the summer months as needed.

4.3 Water Treatment and Storage

Weaverville CSD operates three water treatment plants: two plants on Weaver Creek and one plant taking water from the Trinity River. Water is treated with pressure filtration and chlorination. The Trinity River water diversion was constructed in 1997 and provides water along Highway 299 to Douglas City. Union City was also provided with a distribution system during this project.

The District's total storage capacity is 3.66 million gallons (MG) in six main storage tanks. Storage capacity and tank details can be seen in Table 3. This is enough capacity to provide water to the District for approximately two days based on peak summer demand. The District also maintains a 2.0 MG open reservoir for use by helicopters during firefighting.

¹ Personal communication with Marlee Roberts, Customer Service

² Safe Drinking Water Information System

Table 3: Weaverville CSD Storage Capacity			
Reservoir Name	Type	Date Constructed	Volume (MG)
Main	Welded Steel	1998	2.0
East Weaver	Bolted Steel	1988	0.42
West Weaver	Bolted Steel	1988	0.42
Timber Ridge	3 Plastic tanks	2014	0.036
Ransom Road	Welded Steel	1997	0.5
Gables	Welded Steel	1997	0.3

4.4 Water Demand

There is currently adequate water system capacity to service active and stand-by connections. The system has the supply capacity to provide 3 million gallons per day (MGD) and there is a current peak summer demand of 1.8 MGD³. Total water consumption varies annually due in part to seasonal variations with late Springs. The 2011 average annual demand was 0.7 gallons per minute per customer, which is significantly lower than other water agencies in the greater Redding area.

4.5 Water Rates

The District's water meters are read on or near the first of each month. Water rates which were recently increased in 2020 can be seen in Table 3 below. The commodity charge for water used above the minimum is \$ 1.645 per 100 cubic feet⁴. The capacity charge for new customer connections to the water system is \$4,781 per household equivalent (the average amount of water used daily by a single-family residence). Various other water service charges are listed below and are typically reviewed annually. All water meters are replaced every 15 years to ensure accurate consumption readings⁵.

³ Personal communication with Weaverville General Manger Tim Kasper

⁴ There are 748 gallons in 100 cubic feet

⁵ Weaverville CSD 2011 Water Master Plan

Table 4: Weaverville CSD Water Service Rates		
Meter Size	Water Allowance with Minimum Charge (cubic feet)	Minimum monthly charge
5/8"	500	\$28.00
3/4" Fire	500	\$28.00
3/4"	900	\$39.00
1"	1700	\$61.50
1.5"	2500	\$83.75
2"	3500	\$111.50
3"	4500	\$139.50

Source: www.weavervillecsd.com/rates-and-policies

Other common fees include:

Monthly Backflow Testing Fee	\$3.00/ mo.
Door Tag for late payment	\$10.00 / ea. occurrence
Disconnect for Non-Payment	\$50.00
Convenience Fee (for Credit Card Payment)	3% of Amt. Charged
Turn Off Fee	\$10.00
Turn On Fee	\$10.00
Reconnect from Vacation Service	\$20.00

4.6 Water Distribution

Water service elevations range from a low of 1,400 feet to a high of 2,650 feet and require 12 separate pressure zones to maintain adequate water pressure. The distribution system consists of about 43 miles of 1.5 to 14-inch diameter pipes. Water mains are made of various materials including steel, asbestos cement, ductile iron and PVC. The District purchased a leak detection device in 2000 and sounds pipes when leaks are suspected. This procedure has caused a notable reduction in lost water volumes.

Fire flow capacity was examined in 1993 by the Insurance Services Office (ISO) responsible for rating fire protection and water facilities and gave the water system full marks after inspecting the system and making hydrant flow tests. Weaverville received an ISO rating of 4, which is the highest rating allocated to volunteer fire departments.⁶

⁶ Weaverville CSD 2011 Water Master Plan

4.7 Infrastructure Needs and Deficiencies

The District's 10 Year Master Plan recommends various main replacements be made to the water system each year. In addition, the District indicated that their East Weaver storage tank will need replacing in the next five to ten years. The District has a grant application for technical assistance to fund the engineering for the relocation and replacement of the aging storage tank.

4.8 System Monitoring

System monitoring is performed annually and is reported to customers via the Annual Water Quality reports. The most recent report available is from 2018 and reports that Weaverville CSD's water met all EPA and State drinking water health standards.

4.9 Other Service Providers

Trinity County provides general governmental services including social services, emergency services, planning, county roads, parks, and other services to areas within the County. Law Enforcement is provided by the Trinity County Sheriff's Office. The California Department of Transportation (CalTrans) is responsible for the condition of Highway 299 that bisects the Weaverville CSD.

- *Wastewater*

Wastewater service within Weaverville is provided by the Weaverville Sanitary District. The Weaverville SD is responsible for collection, conveyance, treatment, and disposal of the community's wastewater. Existing facilities consist of collection and transmission lines including 50 miles of pipeline, one lift station, and a treatment plant located at 630 Mountain View Street.

- *Fire Protection*

Fire protection is provided by the Weaverville Fire Protection District (Weaverville FPD), which supports and administers the services provided by the Weaverville Volunteer Fire Department (VFD). The Weaverville VFD fire station is located at 125 Bremer Street in Weaverville. Weaverville FPD has mutual aid agreements with Shasta-Trinity Cal Fire units and Six Rivers and Shasta-Trinity National Forest service units as necessary. Weaverville FPD is also very active in the community and assists community residents whenever possible.

4.10 Governance Structure Options

Weaverville CSD provides water services and Weaverville Sanitary District provides wastewater services to Weaverville area. Government restructure options should be pursued if there are potential benefits in terms of reduced costs, greater efficiency, greater accountability, or other advantages to the public. There is no recommendation for a reorganization of local municipal service providers in the area at this time.

5. FINANCING

5.1 Revenue and Expenses

The District's primary revenue sources include water fees and service fees (standby and hook-up fees). The District's expenses include personnel and salaries, costs associated with water treatment and distribution, insurance costs, and loan repayment. For the 2019-20 fiscal year the District's revenues exceeded its expenditures by \$10,649.

Table 5: Weaverville CSD Budget Summary		
	FY 2018-19 Actual	FY 2019-20 Adopted
Revenues		
Total Operating Revenues	\$882,763	\$892,131
Total Non-operating Revenues	\$78,341	\$72,204
Total Revenues	\$961,104	\$964,335
Expenses		
Source of Supply	\$5,695	\$3,125
Pumping	\$7,620	\$7,882
Water Treatment	\$58,595	\$65,970
Transmission & Distribution	\$107,714	\$107,359
Tanks	\$5,500	\$19,077
Customer Accounts	\$27,818	\$41,084
General/Administrative	\$370,709	\$421,393
Non-operating expenses	\$238,496	\$238,496
Capital improvements	\$181,000	\$49,300
Total Expenses	\$1,003,147	\$953,686
Net Income	(\$42,043)	\$10,649

5.2 Audit Information

The District conducts annual audits and the available audit information indicates that the financial health of the District is strong due to recent rate increases and water service upgrades. Audit results are often not available for as much as six months after the end of the fiscal year due to the time it takes for the county to close its books and provide final results. The county acts as the bank repository for District funds and thus must close its books in order to complete the District audit.

As of this writing, the FY 2018-19 audit has been completed and information from it can be seen in Table 5. Net position of the District's activities decreased by 0.056% (\$4,533,779 in FY 2018-19 compared to \$4,536,295 in FY 2017-18).

Table 6: Weaverville CSD FY 2018-19 Audit Information		
	2018	2019
Assets	\$7,772,303	\$7,657,131
Liabilities	\$3,383,355	\$3,292,131
Net Position	\$4,536,295	\$4,533,779

Prepared by Don Reynolds, CPA

5.3 Debt and Capital Leases

At FY 2018-19 year-end, the District had \$1,727,251 in bonds, loans, and certificates of participation outstanding. This debt was a consolidation and refinance in December of 2016 for a lower interest rate of three previous long-term debts. The new refinanced loan is allocated between Series A and B. Series A will conclude in 2033 and Series B will conclude in 2020. More detailed information about long-term liabilities is described in Section 5.4 below.

The District has a lease with Government Capital Corporation for 375 water meters. The lease requires an annual principal and interest payment of \$19,516 in June of each year. The stated interest rate is 3.35%. The lease terms allow for an option to purchase after the first three annual payments have been made in 2022, or for \$1 at the end of the lease term.

In 1997, the District issued the Douglas City Assessment District (DCAD) Limited Obligation Improvement Bond, Series A, No. R-1 in the amount of \$59,138 for the unpaid portion of assessments made for water system facilities. The interest rate is 4.5% annually with principal and interest payments due semi-annually on March 2 and September 2. The bond is due September 2036 and the principal remaining on the bond is \$39,000.

5.4 Financing Constraints and Opportunities

On December 29, 2016, the District refinanced several long-term debts into a new loan in the amount of \$2,132,502 with Umpqua bank. This amount includes two installments, Series A and Series B. The Series A Installment was funded in the amount of \$1,927,704 with a 2.800% interest rate for a term of 15 years and the Series B Installment was funded in the amount of \$204,798 with a 2.390% interest rate for a term of 3 years. The installment loans were used to pay off the existing 1997 USDA Rural Development Certificate of Participation, 1979 Water Revenues Bond, and 1988 Safe Drinking Water loan with payoff balances of principal and interest totaling \$1,993,323, \$147,000, and \$157,851, respectively. Costs of issuance on new debt were in the amount of \$88,050. The loans are secured by the District's net revenues. The difference between

the total loan amount of \$2,132,502 and the total uses of the loan amount of \$2,386,224 was from the District's cash accounts in the amount of \$253,722⁷.

The District's 10 Year Master Plan (2011) effectively functions as a Capital Improvement Plan for the District and recommends various main replacements be made to the water system each year. The District relies on revenues from service charges as well as grants to fund infrastructure upgrades. The District is currently pursuing a grant opportunity to replace their East Weaver storage tank.

⁷ Weaverville CSD FY 2018-19 Audit

6. GROWTH AND POPULATION

6.1 Land Use

The Trinity County General Plan (2003) and Zoning Code guides land use decisions within Trinity County. The area served by Weaverville CSD is largely agricultural, commercial timber production lands, recreation areas, and low density residential. More concentrated residential areas are located in the communities of downtown Weaverville and Douglas City. The District also contains areas of light industrial and commercial areas, generally along the Highway 299 corridor and includes areas along the Trinity River and Weaver Creek (See Figure 2).

6.2 Existing Population and Projected Growth

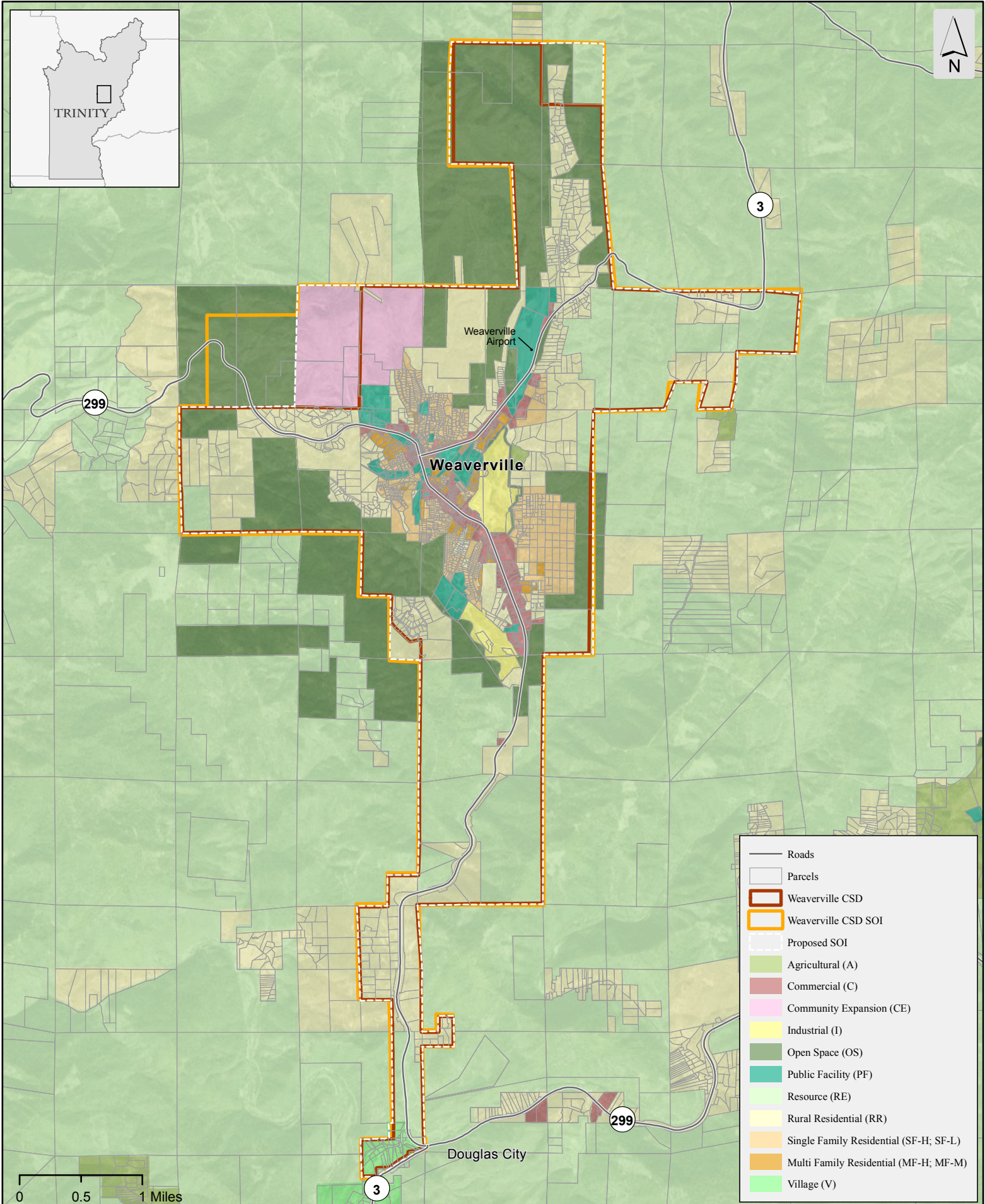
According to the US Census, the total population in Trinity County was 13,786 in 2010 and 13,037 in the 2013-2017 American Community Survey 5-year Estimate. The Department of Finance (DOF, 2019) reports a 0.3% increase in the unincorporated population of Trinity County between 2018 and 2019, for a total County population of 13,688 estimated in 2019.

The Weaverville CSD estimates a District population of approximately 3,800. The District will likely continue to grow at or less than the current county-wide growth rate of 0.3% per year, putting the District population at approximately 3,925 in 2030. Opportunities for growth exist, but constraints such as flood plains and steep terrain are growth barriers.

6.3 Disadvantaged Unincorporated Communities

LAFCo is required to evaluate water service, sewer service, and structural fire protection within disadvantaged unincorporated communities as part of this service review, including the location and characteristics of any such communities. A disadvantaged unincorporated community (DUC) is defined as any area with 12 or more registered voters where the annual median household income is less than 80 percent of the statewide annual median household income (pursuant to Government Code Section 56033.5 and Water Code Section 79505.5). Within a DUC, three basic services are evaluated: water, sewage, and fire protection. Weaverville CSD provides domestic water services only and is therefore responsible for assuring that this service is adequately provided to the community. Wastewater services are provided by the Weaverville Sanitary District. The Weaverville Fire Protection District provides fire protection services to all areas within Weaverville CSD.

According to the 2014 2018 American Community Survey 5-Year Estimates, the California median household income (MHI) is \$42,209 for the Weaverville CDP and \$43,295 for Douglas City CDP. Weaverville has an MHI which is 59.3% of the state average MHI of \$71,228 and Douglas City has an MHI which is 61% of the state average, thereby qualifying both areas as disadvantaged. Should territory in the surrounding area be proposed for annexation in the future, disadvantaged communities in the area should be considered.



Weaverville Community Services District Land Use Designations

Figure
2

Date: 7/30/2020

7. MUNICIPAL SERVICE REVIEW DETERMINATIONS

This section addresses the requirements of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (California Government Code Section 56430). As part of the municipal service review process, LAFCo makes the following written determinations.

1) Growth and population projections

Weaverville CSD was created to provide domestic water to the communities of Weaverville, Douglas City and surrounding areas. Population growth and population projections for the service area is expected to be less than or equal to the County average of 0.3%.

2) The location and characteristics of any disadvantaged unincorporated communities within or contiguous to the Sphere of Influence

The communities of Weaverville and Douglas City both qualify as a DUC. Water services are provided by Weaverville CSD, wastewater services by Weaverville SD, and fire protection by Weaverville FPD. Should territory in the surrounding area be proposed for annexation in the future, disadvantaged communities in the area should be considered.

3) Present and planned capacity of public facilities and adequacy of public services, including infrastructure needs or deficiencies

There is currently adequate water system capacity to serve all the active service connections.

4) Financial ability of agencies to provide services

Weaverville CSD has adequate resources to provide services. For the 2019-20 fiscal year the District's revenues exceeded its expenditures by \$10,649.

5) Status of, and opportunities for, shared facilities

Weaverville CSD is located in a rural region where physical separation from other communities limits the area where extension of domestic water services is practical. Due to limitations in distance and terrain, there are limited opportunities for shared facilities.

6) Accountability for community service needs, including governmental structure and operational efficiencies

Weaverville CSD is governed by the five-member Board of Directors. The CSD demonstrated accountability and transparency by disclosing financial and service-related information in response to LAFCo requests. Weaverville CSD has a website but needs to include current financial and meeting related information to comply with new Special District website regulations (SB 929).

7) Any other matter related to effective or efficient service delivery, as required by commission policy

None beyond those listed.

8. SPHERE OF INFLUENCE DETERMINATIONS

As part of this MSR and SOI Update, a SOI reduction is proposed in order to follow parcel lines and to avoid 341 acres of open space designated territory that would not require the extension of urban services. The proposed SOI would total approximately 8,900 acres. Trinity LAFCo makes the following written determinations:

1) Present and planned land uses in the area, including agricultural and open-space lands.

The area served by the Weaverville CSD is primarily agricultural, commercial timber production lands, recreation areas, and rural residential developments. There are also areas of light industrial and commercial uses. Opportunities for growth exist, but physical constraints such as flood plains and steep terrain are barriers to growth.

2) Present and probable need for public facilities and services in the area.

Prior to considering expanded services outside the current service area and within the sphere of influence, the Weaverville CSD must demonstrate the ability to provide services to those areas.

3) Present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide.

The current capacity of public facilities provided by the District appear to be adequate to serve current and future demand.

4) Existence of any social or economic communities of interest in the area if the commission determines that they are relevant to the agency.

Weaverville CSD includes the community of Weaverville, which is the major commerce and service industry hub for residents in Trinity County.

5) For an update of a sphere of influence of a city or special district that provides public facilities or services related to sewers, municipal and industrial water, or structural fire protection, the present and probable need for those public facilities and services of any disadvantaged unincorporated communities within the existing sphere.

The communities of Weaverville and Douglas City both qualify as a DUC. There are no DUCs adjacent to the CSD that should be considered for inclusion in the SOI at this time.

9. REFERENCES

CA Dept. of Water Resources: http://www.water.ca.gov/irwm/grants/resources_dac.cfm

Personal communication with Marlee Rogers, Weaverville CSD Customer Service Representative

Personal communication with Tim Kasper, Weaverville CSD General Manager

Safe Drinking Water Information System

https://sdwis.waterboards.ca.gov/PDWW/JSP/WaterSystemDetail.jsp?tinwsys_is_number=5917&tinwsys_st_code=CA&wsnumber=CA5310001

State of California Department of Finance:

<http://www.dof.ca.gov/Forecasting/Demographics/Estimates/E-1/>

US Census Bureau: <https://www.census.gov/quickfacts/table/PST045215/06>

Weaverville CSD FY 2018-19 Audited Financial Statements. Donald R. Reynolds, CPA

Weaverville CSD Master Water Plan, August 2011, PACE Engineering



RESOLUTION NO. 2020-07

APPROVING THE WEAVERVILLE COMMUNITY SERVICES DISTRICT MUNICIPAL SERVICE REVIEW AND SPHERE OF INFLUENCE UPDATE

WHEREAS, the Trinity Local Agency Formation Commission, hereinafter referred to as the “Commission”, is authorized to conduct municipal service reviews and establish, amend, and update spheres of influence for local governmental agencies whose jurisdictions are within Trinity County; and

WHEREAS, the Commission conducted a municipal service review to evaluate the availability and performance of services provided by the Weaverville Community Services District, hereinafter referred to as the “District”, pursuant to California Government Code Section 56430; and

WHEREAS, the Commission conducted a sphere of influence review for the District pursuant to California Government Code Section 56425; and

WHEREAS, the Executive Officer gave sufficient notice of a public hearing to be conducted by the Commission in the form and manner provided by law; and

WHEREAS, the Executive Officer’s report and recommendations on the municipal service review and sphere of influence update were presented to the Commission in the form and manner prescribed by law; and

WHEREAS, the Commission heard and fully considered all the evidence presented at a public hearing held on the municipal service review and sphere of influence update on August 18, 2020; and

WHEREAS, the Commission considered all the factors required under California Government Code Section 56430 and 56425.

NOW, THEREFORE, BE IT RESOLVED by the Commission as follows:

1. The Commission, as Lead Agency, finds the municipal service review is exempt from further review under the California Environmental Quality Act pursuant to Title 14 California Code of Regulations Section 15306. This finding is based on the use of the municipal service review as a data collection and service evaluation study. The information contained within the municipal service review may be used to consider future actions that will be subject to additional environmental review.

2. The Commission, as Lead Agency, finds the sphere of influence update is exempt from further review under the California Environmental Quality Act pursuant to Title 14 California Code of Regulations Section 15061(b)(3). This finding is based on the Commission determining with certainty the update will have no possibility of significantly affecting the environment given no new land use or municipal service authority is granted.
3. This municipal service review and sphere of influence update is assigned the following distinctive short-term designation: "Weaverville Community Services District MSR/SOI Update 2020".
4. Pursuant to Government Code Section 56430(a), the Commission makes the written statement of determinations included in the municipal service review, hereby incorporated by reference.
5. Pursuant to Government Code Section 56425(e), the Commission makes the written statement of determinations included in the sphere of influence update, hereby incorporated by reference.

BE IT FURTHER RESOLVED by the Commission that:

The Weaverville Community Services District MSR/SOI Update 2020 is hereby approved, and the sphere of influence for the District is hereby reduced to avoid 341 acres of open space designated territory that otherwise do not require the extension of urban services, as depicted in Exhibit "A", attached hereto.

PASSED AND ADOPTED at a regular meeting of the Trinity Local Agency Formation Commission on the 18th day of August 2020, by the following roll call vote:

AYES: Commissioners;
NOES: Commissioners;
ABSENT: Commissioners;
ABSTAIN: Commissioners;

ATTEST:

APPROVED:

Kathy Bull
Administrator/Clerk

Judy Morris
Chair

Affidavit of Publication

No.

{ Trinity LAFCO
1125 16th Street, #200
{ Arcata, CA 95521

STATE OF CALIFORNIA
SS.
COUNTY OF TRINITY

Wayne R. Agner of the said County, being duly sworn, deposes and says:

That he is and at all times herein mentioned was a citizen of the United States, over the age of twenty-one years and that he is not a party to, nor interested in the above entitled matter;

That he is the publisher of The Trinity Journal, a newspaper of general circulation published in the Town of Weaverville, County of Trinity, and which newspaper at all times herein mentioned had and still has a bona fide subscription list of paying subscribers, and which newspaper has been established, printed and published at regular intervals in the said Town of Weaverville, County of Trinity, for a period exceeding one year next preceding the date of publication of the notice hereinafter referred to; and which newspaper is not devoted to nor published for the interests, entertainment or instruction of a particular class, profession, trade, calling, race, or denomination, or any number of same; that the notice, of which the annexed is a printed copy, has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to wit:

July 29, 2020

I hereby certify under penalty of perjury that the foregoing is true and correct. Executed at Weaverville, California, on the 29th day of July 2020.

Wayne R Agner
Wayne R. Agner
Publisher

AFFIDAVIT OF PUBLICATION OF

PUBLIC NOTICE "Weaverville Community Services District Weaverville Sanitary District"

BY TRINITY JOURNAL

NOTICE OF LAFCO HEARING

NOTICE OF HEARINGS TRINITY LAFCO

NOTICE IS HEREBY GIVEN that on August 18, 2020, at 4:00 p.m., or as soon thereafter as the matter can be heard, the Trinity Local Agency Formation Commission (LAFCo) will conduct public hearings and consider adopting Municipal Service Review and Sphere of Influence Updates for the following districts: Weaverville Community Services District, Weaverville Sanitary District

Anyone who wishes to participate should consult the agenda for information regarding the meeting location, which will either be held in the Weaverville Library Meeting Room, 352 Main Street in Weaverville or via Zoom teleconference depending on social distancing guidelines. The agenda will be posted on the Commission's website www.trinitylafco.org at least 72 hours before the scheduled start time of the meeting.

All affected agencies and interested parties may appear and testify at the public hearing. Written comments must be received the day prior to the meeting in order to be distributed to Commissioners. Please direct comments, questions, and requests to review documents to Trinity LAFCo, 1125 16th Street, Suite 202, Arcata, CA 95521. Phone: (707) 445-7508. E-mail: kathy@trinitylafco.org (preferred).

July 29, 2020



Agenda Item: 6.A.

Meeting: August 18, 2020

To: Trinity LAFCO Commissioners

From: Colette Santsche, Executive Officer & Kathy Bull, Administrator/Clerk

Subject: Trinity County Waterworks #1 Tule Creek Road Annexation – Time Extension

BACKGROUND:

On December 4, 2018, the Commission approved an annexation of approximately 40 acres into the boundaries of Trinity County Waterworks District #1. This annexation consisted of a portion of APN 014-430-75 located in the Tule Creek Rd/Salt Creek area, west of One Wizards Way, Hayfork. The property owner had previously submitted a tentative map application to the County to subdivide a portion of the affected property into two parcels that are within the existing district boundaries and one parcel outside the district that is currently served with water. Due to 100 percent property owner consent, a protest hearing was waived by the Commission. Final steps to record a Certificate of Completion with the County Recorder's Office and file the annexation with the State Board of Equalization is still needed. Therefore, a one-year time extension for completion of LAFCo proceedings is requested.

DISCUSSION:

LAFCo staff has been in contact with former executive officer John Jelich and District General Manager Craig Hair to obtain a complete record of the annexation proceedings. Once received, a Certificate of Completion will be recorded at the County and a statement of boundary change will be filed with the State Board of Equalization.

RECOMMENDATION:

It is recommended that the Commission authorizing a one-year time extension for completion of the annexation, effective December 4, 2019 and extending to December 4, 2020. A draft resolution for the Commission's review and consideration is enclosed (Attachment 1).

Attachments:
Resolution 2020-08



RESOLUTION NO. 2020-08

AUTHORIZING A ONE YEAR TIME EXTENSION FOR THE TRINITY COUNTY WATERWORKS DISTRICT #1 TULE CREEK ROAD ANNEXATION

WHEREAS, on December 4, 2018, the Trinity Local Agency Formation Commission, hereinafter referred to as the "Commission," approved the Trinity County Waterworks District #1 Tule Creek Road Annexation (Resolution No. 18-02); and

WHEREAS, Government Code Section 57001 requires that a Certificate of Completion be recorded within one year unless extended by LAFCo; and

WHEREAS, a time extension is necessary to record a Certificate of Completion with the County Recorder's Office and file a Statement of Boundary Change with the State Board of Equalization.

NOW, THEREFORE, BE IT RESOLVED by the Commission as follows:

1. The time extension for the above referenced reorganization is hereby approved, effective December 4, 2019.
2. The time frame for completion of terms and conditions and for recording a Certificate of Completion is hereby extended to December 4, 2020.
3. All provisions, terms and conditions of LAFCo Resolution No. 18-02 shall remain in effect.

PASSED AND ADOPTED at a regular meeting of the Trinity Local Agency Formation Commission on the 18th day of August 2020, by the following roll call vote:

AYES: Commissioners;
NOES: Commissioners;
ABSENT: Commissioners;
ABSTAIN: Commissioners;

ATTEST:

APPROVED:

Kathy Bull
Administrator/Clerk

Judy Morris
Chair



Agenda Item: 6.B.

Meeting: August 18, 2020

To: Trinity LAFCO Commissioners

From: Colette Santsche, Executive Officer & Kathy Bull, Administrator/Clerk

Subject: Selection of Vice-Chair

BACKGROUND:

It is the policy of the Commission to annually designate a Chair and Vice Chair among its regular members. The Chair shall preside at all meetings of the Commission and shall conduct the business of the Commission in the manner prescribed by the Commission's policies. In the absence of the Chair, the Vice-Chair shall act as Chair and exercise all the powers and duties of the Chair.

DISCUSSION:

Previously in February 2020, the Commission nominated and approved Commissioner Frost as the Vice Chair. Considering Commissioner Frost serves as Alternate and considering the recent seating of two new Regular Special District members on the Commission, a new Vice Chair is requested to serve the remaining 2020 calendar year.

RECOMMENDATION:

It is recommended that the Commission elect a Vice Chair to serve the remaining 2020 calendar year. Per Commission policy, the Chair and Vice Chair shall not be members of the same appointing authority (county, special district, or public).



Agenda Item: 7.A.

Meeting: August 18, 2020

To: Trinity LAFCO Commissioners

From: Colette Santsche, Executive Officer & Kathy Bull, Administrator/Clerk

Subject: Commission Policies and Procedures Update – Section 3 Policies, Requirements & Criteria for Applications

BACKGROUND:

Trinity LAFCo has drafted Policies and Procedures pursuant to Section 56300(a) of the Cortese-Know-Hertzberg Local Government Reorganization Act of 2000. Previously at the June 16, 2020 Commission meeting, the Commission approved the staff updates for Section 1. General, “Bylaws”, and Related Administration Policies; and Section 2. LAFCo Operations and Financial Policies. Staff will be providing to the Commission various sections of the Policies and Procedures until completed.

DISCUSSION:

Staff has made modifications to Section 3. Policies, Requirements & Criteria for Applications for the Commission’s consideration. Once all Sections of the Policies and Procedures have been revised and updated, staff will provide a complete Policy and Procedures document in its entirety for the Commission’s final approval.

RECOMMENDATION:

Staff recommends that the Commission provide direction to staff regarding policy revisions and consider accepting proposed changes to Section 3. Policies, Requirements & Criteria for Applications.

Attachment:

Section 3. Policies, Requirements & Criteria for Applications

Section 3. POLICIES, REQUIREMENTS & CRITERIA FOR APPLICATIONS

This section includes general policies, requirements and criteria that apply to all LAFCO actions.

There may be cases when the Commission must use its discretion in the application of these policies so that potential or real conflicts among policies are balanced and resolved, based on project specifics and so that these policies remain consistent with the requirements of the Cortese-Knox-Hertzberg Act of 2000.

3.1. APPLICATIONS, GENERAL

3.1.1 All applications to the Commission ~~are to~~shall be submitted on LAFCO application forms (§56652, §56653). The application shall also include an agreement to pay costs and indemnification pursuant to the current fee schedule. The agreement to pay costs and indemnification must be signed by the applicant for the application to be deemed complete.

3.1.2 Applications shall be processed in an efficient and orderly manner that reduces hardship upon the applicant while ensuring consistency with the Cortese-Knox-Hertzberg Act of 2000. Applicant or the applicant's representative shall be required to attend a pre-application meeting to receive information, direction and advice regarding the processing needs and requirements of the specific action proposed.

(a) Trinity LAFCO encourages a pre-application discussion between the proponent and Trinity LAFCO staff, which can save the prospective applicant substantial time once the process has begun. Trinity LAFCO staff will review procedures, applicable spheres of influence, information requirements, environmental review requirements, processing fees, and provide application forms.

(b) As part of the pre-application discussion, LAFCO will review information on development plans, if applicable. LAFCO generally requires approved development plans, such as tentative maps or specific plans when vacant territory is proposed for annexation to a district. A key consideration of LAFCO's review of annexation requests is the timing of the action. LAFCO discourages the annexation of vacant land until it can be demonstrated that services are required. Approved development plans also provide the information necessary to evaluate a proposal. The plans show what land uses are planned, the level of services required, how services will be provided, and the conditions under which service will be extended. They

also enable LAFCO to evaluate the impact of a jurisdictional change on adjacent areas.

(a)(c) Where the application is initiated by resolution of application from an agency, the application and related agreements must be signed by an authorized officer of the agency. LAFCo prefers that the resolution procedure be used wherever feasible, to involve the affected public agency early and assure timely consideration of its needs. A resolution also establishes the affected public agency as Lead Agency under the California Environmental Quality Act (CEQA), for early review of potential environmental effects. Applications initiated by petition should also include a record of efforts to obtain affected agency sponsorship.

3.1.3 Any application submitted to LAFCO is considered preliminary and will not be deemed filed, until all required information, fees and materials are received and reviewed by the Executive Officer.

3.1.4 Applicants will be required to provide information adequate to permit LAFCO to fully consider all factors required by law including, but not limited to those areas described in Government Code §56668, 56668.3, 56668.5 and §56375:

3.1.5 No application shall be deemed filed until any applicable resolutions providing for an agreement for redistribution of property tax are received (§56810, §56815). Once property tax exchange negotiations have been initiated by transmittal of the schedules prepared by the County Auditor/Controller, time requirements of the Revenue and Taxation Code will apply (R&T §99 (b)(6), §99.01 (4)).

3.1.6 An application shall not be deemed filed until the Executive Officer makes an environmental determination pursuant to the requirements of the California Environmental Quality Act. When LAFCO is not the lead agency, the Certificate of Filing (CoF) will be issued following completion of the environmental review by the lead agency. When LAFCO is the lead agency, the application may be deemed filed and the CoF issued when environmental documentation has progressed sufficiently to set a hearing date (56658 (d)).

~~3.1.7 Planning and pre-zoning for city annexations: All territory proposed for annexation must be specifically planned and/or pre-zoned by the appropriate planning agency. The planning or pre-zoning of the territory must be consistent with the applicable General or Specific Plan and sufficiently specific to determine the likely intended use of the property.~~

~~3.1.8 If an application remains incomplete for six months following notification of an incomplete application, the project will be closed and the proposal will be terminated.~~

3.1.9-7 Immediately after receiving an application and before issuing a Certificate of Filing, LAFCO shall notify the appropriate agencies pursuant to §56658(b), provide relevant application related information, and request review and comment on the proposal.

3.1.8 Within 30 days of receipt of an application, LAFCo will review the proposal materials for completeness and issue a status letter to the applicant. If deemed complete, a Certificate of Filing will accompany the status letter specifying the date upon which the proposal will be heard by LAFCo. The hearing date must be set within 90 days of the date the Certificate of Filing is issued. If an application remains incomplete for six months following notification of an incomplete application, the project will be closed and the proposal will be terminated.

3.2 PLANS OF SERVICE

An evaluation of a local agency's plan of service is essential to the consideration of any change of organization or reorganization (§56375) that will expand or diminish a service provider's responsibilities. Descriptive plans of service are submitted with an application to ensure that the capacity, cost and adequacy of services within the district will be part of the LAFCO review and the service effects of the proposal will be identified and included in the decision making process (§56668).

3.2.1 General

(a) All applications shall include a plan for providing services (§56653) which describes the project specific services to be extended and takes into account the services, capacity, cost and adequacy of services provided by an agency and how those services would be affected by the proposed LAFCO action. The Plan of Service includes information needed to render an informed decision on the proposed project.

(b) Plan of Service submittals are required to contain, but are not limited to, the following information:

- (1) An enumeration and description of the service to be extended to the affected territory;
- (2) The level and range of those services;
- (3) An indication of when those services can feasibly be extended to the affected territory;
- (4) An indication of the improvement or upgrading of structures, roads, sewer or water facilities, or other conditions the local agency

would impose or require within the affected territory if the change of organization or reorganization is completed;

(5) Information with respect to how those services will be financed.

(6) Any additional information required by the Commission or the Executive Officer relevant to the specific application (§56653).

(c) An application shall not be deemed filed until plan of service information is received and accepted as complete by the Executive Officer.

3.2.2 Agency Review of Plan of Service

(a) The Plan of Service submittal shall include a written statement by the agency of its intent to provide services within the estimated timeframe, including a description of the applicant's requirements to fund infrastructure or take other measures. The agency statement shall demonstrate that areas within the district can be served, or will continue to be served, at the same or higher level of service and will not result in significant negative fiscal, service, capacity or other impacts (within the special district).

(b) If the agency cannot provide the latter guarantees, then the applicant or agency ~~or applicant~~ shall provide a written justification for project approval despite anticipated negative impacts.

(c) In the event that the agency will provide service by expanding its service capabilities in the future, the Commission will consider plans for such expansion and the agency's progress toward implementation of such plans in its review of the proposal. LAFCO may require a full description of any such plan. The Commission will evaluate such documentation and may make determinations pursuant to §56668. The Commission may also impose conditions related to progress toward completion of any such plans.

3.3 COORDINATION OF APPLICATIONS

3.3.1 LAFCO encourages consolidated applications when related changes of organization are expected for adjacent territories. Applicants are strongly encouraged to include the adjacent territory and combine applications where possible.

(a) If the applicants choose to proceed with separate proposals, each applicant will provide a map that indicates the location, size and boundaries of adjacent applications.

(b) LAFCO will consider related applications at the same hearing when feasible, and may modify boundaries, including the addition of adjacent parcels, to encourage the orderly formation and development of local agencies based upon local conditions and circumstances (§56001, §56300, §56301).

3.3.2 If a project site proposal can be anticipated to require one or more additional changes of organization that are timely and not part of the submitted application, LAFCO shall require that the application be filed as a reorganization.

3.3.3 Agencies shall comply fully with the Commission's requests for information necessary to prepare studies or process an application (§56378, §56386).

3.4 SPHERES OF INFLUENCE

3.4.1 Carefully considered, up-to-date sphere of influence determinations are critical to LAFCO's responsibility to assure orderly growth and development and prevent sprawl within their jurisdictions.

3.4.2 Staff shall identify needed updates of spheres of influence each year as part of the annual work plan and budget deliberations. Pursuant to 56425(g) spheres of influence are reviewed and updated as necessary, every 5 years, based on a review of municipal services and changes that have occurred in local conditions since the last review. Due to limited funding capabilities, it is the policy of the Commission to conduct Municipal Service Reviews and Sphere of Influence updates on a 5 to 10-year cycle or primarily—when accompanied by other applications. Further justification for this policy is the limited growth experienced by special districts in Trinity County.

3.4.3 Definitions:

(a) "Sphere of Influence" is defined at Government Code Section **56076** and is the plan for the probable physical boundaries and service area of a local agency, as determined by the commission.

(b) "Coterminous Sphere" is an area identical to the boundaries of a district and includes only lands which are within the boundaries of the agency.

(c) "Expanded Sphere" – includes an area beyond the boundaries of the agency to accommodate planned and orderly urban development.

(d) "Reduced Sphere" – includes removal of land from an agency's sphere of influence if the territory consists of agricultural lands, open space lands or agricultural preserves whose preservation would be jeopardized by inclusion within the agency's sphere, and/or if the land is not expected to be

developed for urban uses or require urban-type services within the next 10 years or more. If the land is inside the affected agency's jurisdictional boundary, exclusion of these areas from an agency's sphere indicates that detachment is appropriate.

(~~ce~~) "Zero Sphere of Influence" includes no territory and means that no territory will be served by the agency in the future. A zero sphere implies that the public service functions of the agency are either nonexistent, no longer needed, or should be reallocated to some other agency. The local agency which has been assigned a zero sphere should ultimately be dissolved. a change of organization of that agency's services is planned within the time frame of the sphere.

(f) Consolidated Sphere – Two or more local agencies providing the same service(s) may be allocated a consolidated Sphere of Influence to include the areas served by both agencies. This would be the case where LAFCo determines that the particular service(s) should be provided to the entire area by a single local agency

(~~dg~~) "Sphere Update of a sphere" shall mean LAFCO's periodic overall review and modification of the sphere of an agency in light of changes since the last update as required by Section 56425 (g).

(~~eh~~) "Substantial Sphere Amendment" is a change in the sphere which is characterized by one or more of the following: plans for extension of service into the area with new infrastructure or substantial improvements to existing infrastructure (such as new water transmission or distribution lines, new sewer collection or transmission lines, fire flow, lift stations, etc.), or when a significant change in population is anticipated with annexation.

(~~fi~~) "Minor sphere amendment" is a sphere amendment limited to small areas or single parcels with a negligible change or no change in population. Re-alignment of an existing sphere to property lines, or certain extensions of service in very limited areas to correct pre-existing health and safety hazards might be considered minor sphere amendments. Minor sphere amendments, as determined by the Commission, will not require a municipal service review when tied to a boundary change proposal.

3.4.4 Amendments to a sphere of influence will generally be processed concurrently with proceedings for boundary change requests (annexations, etc.).

3.4.5 Spheres of influence shall be consistent with the plans of other relevant service providers, in addition to the plans of the district for which the sphere is being amended, updated or adopted.

Trinity LAFCO
Policies, Guidelines and Procedures

3.4.6 Individual requests from landowners to be included or excluded from a sphere of influence will be considered in light of overall service plans and the need for the effective and efficient delivery of services.

3.4.7 Sphere Applications or Requests for Amendment of a Sphere of Influence:

- (a) Shall state the time frame for anticipated annexation.
- (b) Shall identify infrastructure needed and/or planned for services and the constraints on developing the infrastructure (e.g. securing water rights, state or federal regulatory processes, permits, etc.).
- (c) Shall generally describe financing plans and potential fiscal considerations related to providing future services.
- (d) Shall generally describe the anticipated need for services & facilities, including services provided by agencies other than the agency that will later annex.
- (e) Shall describe any provisions for preservation of open space and agriculture lands

3.4.8 Costs for processing a sphere review or any change to a sphere are paid by the party requesting the review or change.

3.4.9 Agreements between neighboring local agencies with regard to preservation of agriculture and open space lands, as appropriate, are encouraged by LAFCO. Such agreements may be incorporated by the Commission into its conditions of approval, or may be required as a condition precedent to approval of an application by the Commission.

3.4.10 Agreements between landowners and local agencies with regard to preservation of agricultural and open space lands are encouraged by LAFCO.

~~3.4.11 County land use designations, zoning and other regulations continue to apply to lands within a city's sphere until annexation is completed. Annexation is not complete until the annexation documents are recorded, or on a date after recording the boundary change if so specified by LAFCO. [Note: When these policies and procedures were adopted there were no incorporated communities within Trinity County.]~~

~~3.4.12 LAFCO encourages developed land in a city's sphere to annex to the city.~~

3.4.13 LAFCO has sole discretion to determine the sphere of influence for each local agency, and may initiate sphere review, update, amendment, and other

Trinity LAFCO
Policies, Guidelines and Procedures

changes. LAFCO may approve, disapprove, modify, amend, and add conditions in its review and determination of spheres of influence.

3.4.14 Each agency subject to a review of its sphere shall be invited to participate/communicate/engage with LAFCO staff to compile information, identify agency goals, discuss options for the sphere update, etc.

3.4.15 The sphere of influence of each local agency shall include those lands that a special district intends to annex and serve in the foreseeable future (i.e. ten years).

3.4.16 Areas included or excluded from sphere determinations generally follow parcel lines, lines of assessment or lines of ownership. In Trinity County section lines ~~are generally~~ may also be appropriate for ~~most~~ districts.

3.4.17 Determinations of spheres of influence, sphere amendments and updates shall have a 10 year planning horizon and shall be consistent with agency plans for that time frame. LAFCO may exclude lands from a sphere of influence that will not need services within a 10 year planning horizon. This includes land that is designated open space, agriculture or other areas that may be determined to be inappropriate to receive development-supporting services such as water, sewer, and/or structural fire protection.

~~3.4.18 LAFCO may exclude lands from a sphere of influence that will not need services within a 10 year planning horizon.~~

~~3.4.19 A sphere shall be consistent with the district's plans for providing future public services within ten years.~~

~~3.4.20 LAFCO will encourage infill and development within a district's existing boundaries and within the existing sphere of influence.~~

~~3.4.21 LAFCO may remove land that is open space, agriculture or other areas that may be determined to be inappropriate to receive development-supporting services such as water, sewer, and/or structural fire protection, within 10 years, particularly when the landowner requests removal from the sphere of influence.~~

~~3.4.22 LAFCO may remove land from the sphere of influence where the agency is incapable of providing service within a 10 year time frame.~~

3.4.23 With respect to time frames indicated in these policies, individual sphere applications will be reviewed by LAFCO on a case-by-case basis.

~~3.4.24 A decision by a local agency to identify land in their planning documents or an Environmental Impact Report as a potential sphere of influence area does not constrain the future actions by the local agency to apply for a sphere amendment for a smaller/different geographic area.~~

Trinity LAFCO
Policies, Guidelines and Procedures

~~3.4.25 Cities, if any, are encouraged to adopt policies to buffer agricultural areas from developing areas or urban uses at the time sphere amendments are proposed. Buffer areas to protect the physical and economic viability of agricultural lands shall be located within the city.~~

~~3.4.26 An agreement among a city, if any, the county and landowners regarding agricultural buffers to protect the physical and economic viability of agricultural lands is required prior to LAFCO approval of proposals for annexation or reorganization.~~